

**Comprehensive User Guide  
for  
Discipline, Crime, and Violence (DCV)  
Data Collection  
and  
Submission**

**2006-07**

**Virginia Department of Education  
July 2006**

# What's New in the 2006-07 DCV Report?

The following additions and modifications have been made in the data collection and reporting process for the Discipline, Crime, and Violence (DCV) Report for 2006-07.

## Change in Submission Due Date

- All DCV data will end with the regular school year.
- School divisions must submit all data to the Virginia Department of Education (VDOE) by July 31, 2007.
- The 2005-06 Summer school data will be reported on the 2006-07 school year DCV Report.

## New Offense Code Changes

There have been new offense code changes for the school year 2006-07. These new offense code changes have been posted on the Web since February 2006. The three digit “required codes” will remain the same. The subcategories of the “required codes,” regardless of sanction, have been changed from five to three digit codes for 2006-07. Either the required codes or the subcategory codes may be used. The (VDOE) Oracle database will accept both. For offense codes that result in a suspension or expulsion, the three-digit must be used.

The OT1 offense code cannot be reported for the 2006-07 school year. There is no other code that can be used for the OT1. If a school division has offense codes that are not defined like those of VDOE, the division may develop their own codes. These are not reported to VDOE.

## New Required Codes Added

Additional state and federal legislation require that data on the following offenses be collected and reported:

### Offense Codes

### Definition

Sexual Battery against Staff:

As defined in §18.2-67.4 of *Code of Virginia* sexual battery against a staff member involves an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse. “Sexual battery is a Class I misdemeanor.”

Sexual Battery against Student:

As defined in §18.2-67.4 of *Code of Virginia* sexual battery against a student member involves an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse. “Sexual battery is a Class I misdemeanor.”

Possession of Taser: As defined in §18.2-308.2 of *Code of Virginia* possessing or bringing of any mechanism that is designed to emit an electronic, magnetic or other charge or shock through the use of a projectile and used for the purpose of temporarily incapacitating a person.

Possession of Stun Gun: As defined in §18.2-308.2 of *Code of Virginia* possessing or bringing any mechanism designed to emit an electronic, magnetic or other charge that exceeds the equivalency of five milliamp 60 hertz shock and used for the purpose of temporarily incapacitating a person.

The two new battery codes have also been added to the list of offense codes that require victim counts. Refer to the complete list in Reference Table IX. Offense Codes Requiring Victim Counts in the Reference Section of this guide.

# Table of Contents

	<b>Page</b>
About the Comprehensive User Guide .....	1
Purpose .....	1
Intended Users.....	1
Organization of Guide.....	1
Symbols Used in this Guide.....	2
<b>DISCIPLINE, CRIME, AND VIOLENCE DATA REPORTING: BACKGROUND INFORMATION.....</b>	<b>3</b>
<b>I. INTRODUCTION TO DCV REPORTING .....</b>	<b>4</b>
A. Statutory Requirements .....	4
B. Evolution of Reporting Requirements.....	4
C. Reporting Process.....	4
D. Student Conduct Policy .....	6
E. Data Reporting Requirements for Students with Disabilities.....	7
F. Persistently Dangerous Schools.....	7
G. School Report Card .....	7
H. Required Reporting of Certain Offenses to Law Enforcement Authorities .....	8
<b>II. PURPOSES, LIMITATIONS, AND APPROPRIATE USES OF DCV DATA .....</b>	<b>9</b>
A. Purposes of DCV Data Collection .....	9
B. Limitations of Data.....	9
C. Appropriate Uses of Data .....	10
<b>III. PROCESSES FOR COLLECTING AND SUBMITTING DCV DATA .....</b>	<b>11</b>
A. Data Collection.....	11
B. DCV Data Collection Strategies.....	14
C. Data Submission Methods .....	17
D. Data Verification .....	17
E. Comparison of Processes Used in DCV Data Collection and Reporting .....	18
<b>THE DIVISION FILE SUBMISSION METHOD.....</b>	<b>19</b>
<b>I. DIVISION FILE SUBMISSION PROCEDURES .....</b>	<b>20</b>
A. Basic Process for the File Submission Method.....	20
B. File Layout for a Tab-Delimited File .....	20
C. Procedure for Submitting the Tab-Delimited File.....	24
D. Procedure for Editing Submitted Data .....	25
E. Procedure for Final Submission of Data.....	25
<b>THE WEB APPLICATION SUBMISSION METHOD .....</b>	<b>26</b>
<b>WEB APPLICATION SUBMISSION PROCEDURES.....</b>	<b>27</b>
A. Basic Process for Web Submission.....	27
B. Organizational Diagram of Web Application Cycle .....	27
C. Web Submission Manual Data Entry Procedures .....	28
1. Procedure for Login to the Single Sign-on Web System (SSWS).....	28
2. Procedure for Opening the Screen for Each Type of User .....	28
3. Procedure for Adding an Incident Link .....	30
4. Procedure for Using the Search/Edit/Delete Incident Link .....	31

5. Procedure for Linking an Incident to a Student Offender .....	33
6. Procedure for Adding a Student.....	37
7. Procedure for Adding a Non-Student or an Unknown Student .....	39
8. Procedure for Using the Search/Edit/Delete Student Link.....	40
9. Procedure for Entering an Incident from Another Division or School .....	42
10. Procedure for Searching for an Incident.....	43
11. Procedure for Editing or Searching for a Specific Student .....	43
12. Procedure for Deleting a Student Linked to an Incident .....	43
13. Procedure for Deleting a Student from an Incident with Multiple Student Offenders .....	44
14. Procedure for Linking The Student Data to the Incident Data.....	47
D. School Reporting Link .....	53
E. Division File Submission Method .....	54
Basic Process to follow for file Submission Method .....	54
Procedure for Submitting File .....	54
Procedure for Editing Submitted Data .....	56
Procedure for Final Submission of Data.....	56
<b>REFERENCE SECTION.....</b>	<b>57</b>
Protocols for Submission and Resubmission of Discipline, Crime, and Violence Data.....	58
Protocol for Submission .....	58
Protocol for Resubmission After VDOE Has Contacted the Division Concerning Questionable Data .....	59
Protocol for Resubmission of Final Data Less Than One Year Old Initiated by LEA.....	59
Protocol for Automatic Caution Offenses.....	60
<b>PERSISTENTLY DANGEROUS SCHOOLS: NOTIFICATION PROCEDURE FOR     CATEGORY I INCIDENTS .....</b>	<b>60</b>
Glossary of Discipline, Crime, and Violence Data Reporting Terms.....	63
<b>DCV Data Elements.....</b>	<b>64</b>
<b>DCV Edit Check Terms.....</b>	<b>66</b>
Sample Discipline Data Form 2006-2007.....	68
Reference Table I, Part A Major Required Offense Codes.....	69
Reference Table I, Part B Minor Required Offense Codes for Suspensions and Expulsions Only.....	80
Reference Table II DCV Discipline Sanction Codes .....	83
Reference Table III Sanctions/Days Codes .....	84
Reference Table IV Grade Level Codes .....	85
Reference Table V Disability Codes.....	86
Reference Table VI Racial/Ethnic Codes .....	86
Reference Table VII Incident Time Element Codes .....	87
Reference Table VIII Regional Centers Codes 2006-2007.....	87
Reference Table IX Offense Codes Requiring Victim Counts .....	90
Reference Table X DCV Incidents Identifying Persistently Dangerous Schools .....	91
Reference Table XI DCV Incidents Reported on the Virginia School Report Card .....	92
Reference Table XII DCV Edit Checks .....	93
Reference Table XIII DCV Data Exceptions.....	95

# About the Comprehensive User Guide

## Purpose

The purpose of this *Comprehensive User Guide for Discipline, Crime, and Violence Data Collection and Submission* is to provide local school division (LEA) personnel with specific information on how to collect and submit this data to the Virginia Department of Education (VDOE). This guide is intended to serve as a resource for use during VDOE's technical assistance workshops on discipline, crime and violence (DCV) data collection and reporting, as well as a desk reference throughout the school year. Prior to using this guide or attending the technical assistance workshops, school personnel responsible for DCV data collection and reporting should also review the Discipline, Crime, and Violence Online Tutorial ([www.dcvreport.org](http://www.dcvreport.org)) to get an understanding of the entire DCV data collection, data submission, and data use process.

## Intended Users

This guide is intended to be used by

- LEA personnel responsible for collecting discipline, crime, and violence data;
- The LEA administrator (DCV Coordinator) responsible for the school division's submission of the annual Discipline, Crime, and Violence Report to VDOE;
- LEA administrators responsible for using DCV data to recommend programs and policies;
- Anyone interested in how DCV information is collected.

## Organization of Guide

This guide begins with a "What's New" page that lists additions and modifications to reporting for the current year. It is designed to quickly alert readers to DCV reporting requirement changes.

This section, "About the Comprehensive User Guide," provides an overview of the purpose, intended users, and organization of the guide. A chart of symbols used throughout the guide is also provided.

The major content of the guide is organized into four major sections.

***DCV Reporting: Background Information*** – Includes statutory requirements for reporting, evolution of reporting, an overview of the reporting process, information about the relationship of DCV data to student conduct policy, and the use of DCV data in school report cards and identifying persistently dangerous schools.







***The Division File Submission Method*** – Includes detailed technical information about submitting DCV data using a file submission method.

***The Web Application Submission Method*** – Includes detailed technical information about submitting DCV data using the VDOE Web-based application.

***Reference Section*** – Includes a protocols submission of data and for automatic caution, a glossary of terms, a sample discipline data form, and over a dozen reference tables.

## Symbols Used in this Guide

Symbols listed in the table below are designed to assist school division personnel in locating information quickly and easily.

Symbols Used in this Guide	
	<b>Important!</b> Indicates important information to remember or information on how to navigate successfully through this guide.
	<b>New Information!</b> Indicates new important information that has been added for the specific year of this guide.
	<b>Tip!</b> Points to a tip that can assist the user with easier methods or better navigation of this guide.
	<b>Danger!</b> Indicates important information which may cause problems at a later date if the instructions are not followed carefully.
	<b>Reminder!</b> Indicates important information that is being re-emphasized.
	<b>Modification!</b> Indicates that important information has been modified or moved to another classification.

# **Discipline, Crime, and Violence Data Reporting: Background Information**



# **I. INTRODUCTION TO DCV REPORTING**

## **A. Statutory Requirements**

The *Code of Virginia* (§22.1-279.3:1) requires school divisions statewide to submit data annually to the Virginia Department of Education (VDOE) on incidents of discipline, crime, and violence. These incidents shall include those that occurred on school property, on a school bus, or at a school-sponsored activity. The *Code of Virginia* (§16.1-299 et seq.) requires local law enforcement authorities to report "...and the principal or his designee and the division superintendent shall receive such reports, on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act (§54.1-3400 et seq.) and occurred on a school bus, on school property, or at a school sponsored activity..."

The federal *Gun-Free Schools Act of 1994* (GFSA, Sec. 14061) also requires all states that receive federal funds to report annually the number of students suspended or expelled statewide for the possession of firearms on school property. The *Individuals with Disabilities Education Act*, known as IDEA, also contains requirements for reporting disciplinary actions involving students with disabilities. The *No Child Left Behind Act of 2001* requires that all states have a system of identifying unsafe schools and ensuring that all children have the option of attending a safe school.

## **B. Evolution of Reporting Requirements**

A number of changes in the reporting requirements and refinements in the reporting procedures have occurred since school divisions first began reporting data to the VDOE in 1991. Many changes have been made in response to amendments to federal and state laws that have affected reporting requirements. Today, every piece of data collected and every type of incident reported is based on a state or federal requirement and tied to a reporting requirement. In addition, other changes have been made to bring Virginia's reporting process more in line with federal standards. Because of the numerous changes in reporting requirements and procedures, caution is advised in comparing data submitted in previous years with current year data.

## **C. Reporting Process**

The VDOE began converting to an electronic reporting system in 1998 and, since that time, school divisions have submitted data in an electronic format. Using this method, school divisions collect and maintain discipline data in their information systems and submit an electronic file to the VDOE. Effective in the fall of 2004, school divisions were given the option to use a second method of file submission. Using a Web-based data collection application, school divisions can choose to enter manually school division and school level data directly into the VDOE database. A school division may select and use only one of the two methods

available for data submission. In the past DCV data has been typically due to VDOE in October for the previous school year. This schedule has been changed for the 2005-06 data. The final date for submission for 2006-07 regular school year data is July 31, 2007.

The VDOE provides detailed instructions for data submission to local school divisions and conducts multiple regional workshops each year to assist school division staff involved with the DCV reporting process. Additionally, in 2005-06 an online tutorial developed as part of the PTI-VA grant project and providing the “big picture” of DCV data collection, data reporting, and data use is available for review at [www.dcvreport.org](http://www.dcvreport.org). Technical assistance is also available on an ongoing basis via telephone and on-site technical assistance is provided as needed upon request.



The DCV reporting process is by definition a self-reporting system. The division superintendent is required to verify the accuracy of data submitted, and the VDOE makes every effort to report accurately the data provided by school divisions. However, there have been variations in local methods of collecting and managing data that may have affected the quality of the data. There has been a practice of using a three digit offense code which may have had several five digit sub-categories. Each school division depending on their type of data collection system has had the option to use either the three digit required code or the five digit subcategories. As of school year 2006-07 all codes will be three digit. These three digit codes will allow more definitive data collection. However, because these variations are inherent in the process, it is unwise to attempt to rank school divisions, or make comparisons among school division. Comparing current and past years’ performances without an understanding of methods used to collect and manage data would create incorrect conclusions.

Virginia’s reporting process employs a set of offense definitions and a system of offense codes that are consistent with recommendations of the National Center for Education Statistics and the National Forum on Education Statistics<sup>1</sup>. Definitions of offenses for 2006-07 are included in this guide in Reference Table I, Parts A and B. All reporting complies with state and federal confidentiality laws that prohibit disclosure of information about individual students.

Virginia uses incident-based reporting consistent with federal standards. “Incidents” range from criminal acts that result in law enforcement action to misbehavior disruptive to a classroom. A single event is one incident regardless of how many perpetrators or victims are involved. It is important to recognize that a single incident may involve multiple students and can result in multiple disciplinary actions. For example, a fight involving two students would be considered a single incident although it may produce two suspensions.

---

<sup>1</sup>Safety in Numbers: Collecting and Using Incident Data to Make a Difference in Schools. U.S. Department of Education, National Center on Education Statistics, National Forum on Education Statistics. NCES 2002-312. Washington, DC: 2002.

## D. Student Conduct Policy

Virginia law requires local school boards to develop student conduct policies, typically referred to as “codes of conduct.” Although local policies must be consistent with state and federal laws, such as the *Gun-Free Schools Act*, these policies are also intended to meet school division needs. Virginia law prescribes minimum procedures a local school board must follow in cases of suspension and expulsion. Virginia’s *Student Conduct Policy Guidelines* (INFORMATIONAL SUPTS. MEMO NO. 201, October 7, 2005) provides school boards with information related to the suspension and expulsion of students. Suspension and expulsion are defined as follows:

Suspension is defined in § 22.1-277.05 of the *Code of Virginia* as any disciplinary action whereby a student is not permitted to attend school for one school day but less than 365 calendar days. Short-term suspension involves one to ten days. Long-term suspension involves more than ten days and less than 365 calendar days.

Expulsion is defined in § 22.1-277.06 of the *Code of Virginia* as “any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.”

Type of Consequence	Definition (# Days)
Short-term Suspension (STS)	Less than 11 days
Long-term Suspension (LTS)	11 to 364 days
Expulsion (EX)	365 days

Suspension or expulsion, or both, may be used as disciplinary measures when local school authorities determine that such action meets the following criteria:

Suspension or expulsion is

- an appropriate disciplinary sanction for a violation of the student code of conduct;
- appropriate to prevent disruption of the school’s learning environment, programs, or activities;
- appropriate to ensure the safety and welfare of the student, other students, and/or staff;
- appropriate to maintain a safe, drug-free, and orderly school environment conducive to learning.

Local school board policies may identify criteria relating to suspensions and expulsions that are more stringent than the criteria listed above as long as these criteria do not violate other state and federal laws. Removal of students with disabilities from school must be in accordance with state and federal laws and regulations as stated in the federal *Individuals with Disabilities Education Act*.

Although there are uniform requirements and procedures governing the suspension and expulsion of students, local student conduct policies do vary, and these differences affect the way that offenses and disciplinary actions are counted and reported to the VDOE.

## **E. Data Reporting Requirements for Students with Disabilities**

Data on disciplinary sanctions for students with disabilities must be collected from school divisions by the Virginia Department of Education in order for VDOE to meet reporting requirements under the *Individuals with Disabilities Education Improvement Act of 2004 (IDEA)*. This law requires VDOE to report the number and percentage of children with disabilities by race, ethnicity, limited English proficiency (LEP) status, gender, and disability category. VDOE must also report the number of students removed to an interim alternative educational setting and incidents precipitating those removals; the number of children with disabilities who are subject to long-term suspensions or expulsions; and the number and percentage of children with disabilities who are removed to alternative educational settings or expelled as compared to children without disabilities who are removed to alternative educational settings or expelled.

## **F. Persistently Dangerous Schools**

Each state receiving funds under the federal *No Child Left Behind Act of 2001* must establish and implement a statewide policy requiring that a student attending a persistently dangerous school be allowed to attend a safe school (SUPTS. MEMO # 86, May 9, 2003). The Virginia Board of Education's Unsafe School Choice Option policy was adopted in May 2002. The Board subsequently approved a *Persistently Dangerous Schools Identification Process and Criteria* that established thresholds of incidents using data over a three-year period provided by local school divisions in their *Annual Report on Discipline, Crime, and Violence*. A school exceeding established thresholds may be designated "cautioned," "on probation," or "persistently dangerous." Schools so designated must develop corrective action plans and are subject to graduated interventions (See the Reference Section of this guide for Protocol for Automatic Caution Offenses and Reference Table X. DCV Incidents Identifying Persistently Dangerous Schools).

Virginia's Unsafe School Choice Option policy can be accessed on the VDOE website <http://www.pen.k12.va.us/VDOE/nclb/#safe>.

## **G. School Report Card**

The Virginia School Report Card provides information on student achievement, accreditation, safety, and attendance for the state as a whole, for school divisions, and for individual schools. The Report Card, accessed on the Virginia Department of Education Web site (<http://www.pen.k12.va.us/VDOE/src/>), enables parents and the general public to follow Virginia's progress in achieving the goals of the *No Child Left Behind Act of 2001*. School Safety information on the School Report Card is based on twenty-four (24) offenses that are reported for the four categories of "serious incidents," "fights," "firearms," and "other weapons."

A complete list of offense codes reported on the Virginia School Report Card can be found in Reference Table XI. Incidents Reported on Virginia School Report Card.

## **H. Required Reporting of Certain Offenses to Law Enforcement Authorities**

Local school board policy must provide for notification of local law enforcement authorities in accordance with § 22.1-279.3:1.D. of the *Code of Virginia* that requires principals to immediately report to the local law-enforcement agency any act enumerated in clauses (ii) through (vii) of §22.1-279.3:1.A. that may constitute a criminal offense. A principal may report to the local law-enforcement agency any incident described in clause (i) of subsection A. when there is injury, or the battery is against school personnel, reporting is mandatory.

Section 22.1-279.3:1.A. of the *Code* lists offenses as follows:

- i. The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
- ii. The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in § [18.2-60.3](#), on a school bus, on school property, or at a school-sponsored activity;
- iii. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
- iv. Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
- v. The illegal carrying of a firearm, as defined in § 22.1-277.07, onto school property;
- vi. Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in § 18.2-85, or explosive or incendiary devices, as defined in § 18.2-433.1, or chemical bombs, as described in § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
- vii. Any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses; or
- viii. The arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefor.

## II. PURPOSES, LIMITATIONS, AND APPROPRIATE USES OF DCV DATA

### A. Purposes of DCV Data Collection

To meet state and federal reporting requirements, the Virginia Department of Education (VDOE) collects discipline, crime, and violence (DCV) data from local school divisions in order to

- Identify persistently dangerous schools for Virginia's Unsafe School Choice Option Policy required by the federal *No Child Left Behind Act of 2001 (NCLB)*;
- Provide school safety indicators for Virginia's School Performance Report Card;
- Prepare Virginia's *Annual Discipline, Crime, and Violence Report* as required by Virginia law (*Code of Virginia* §22.1-279.2:1);
- Report suspensions and expulsions of students with disabilities required by the federal *Individuals with Disabilities Education Act (IDEA)*;
- Report school safety indicators required by the federal *Safe and Drug-Free Schools and Communities Act*;
- Report firearms in schools required by the federal *Gun Free Schools Act*.

### B. Limitations of Data

DCV data collected have certain limitations arising from two primary sources: changes in reporting requirements across time and variations in student conduct policies across localities. Variations in local methods of collecting and managing data also contribute to some variations in the quality of data submitted across localities.

Because of year-to-year changes in reporting requirements, readers are advised to use caution in comparing 2006-07 data to data reported for previous years.

Because of variations in local school division student conduct policies and, to a lesser extent, the quality of data submitted, readers are strongly cautioned against making comparisons between and among school divisions.

## C. Appropriate Uses of Data

According to the National Center for Education Statistics, data are important to help

- Replace hunches with facts.
- Identify the causes of problems.
- Assess needs so that services can be targeted.
- Determine whether goals are being accomplished.
- Understand the impact of prevention and intervention.
- Answer community questions regarding the results of citizens' investment in public education.

The most important reason for collecting discipline, crime, and violence data is to use the information to promote school safety and student learning. This information enables administrators to assess the impact of school safety and prevention programs that have been implemented. Data can demonstrate a school or school division's need for additional funds and can provide the basis for grant applications. Incident data are also useful in assessing the costs associated with discipline problems and in allocating resources appropriately. By more precisely identifying the types, locations, and circumstances of disciplinary problems, school divisions and individual schools can more effectively select strategies and allocate resources to address problems.

It is important, however, that data be examined in context. A high suspension rate could indicate a school with high levels of disorder. However, schools that do not tolerate misbehavior can also have high suspension rates, particularly as they work to effectively manage student misbehavior. Conditions such as overcrowding and poorly designed buildings can also contribute to high suspension rates. The context is critical to understanding the numbers and to determining policy and programmatic implications.

### III. PROCESSES FOR COLLECTING AND SUBMITTING DCV DATA

There are three processes used to collect and report data for Virginia's *Annual Discipline, Crime, and Violence Report*: data collection, data submission, and data verification.

#### A. Data Collection

The process of data collection begins within individual schools and with single incidents that must be appropriately classified as to the offense. Offense categories, definitions, and codes are found in the Reference Section of this guide. (See Reference Table I, Part A and B.)

School divisions must report to the VDOE the following data elements for each incident of discipline, crime, or violence occurring in a school. To ensure data accuracy and consistency, LEAs must align their data collection form and/or collection system to include these required data elements. A sample data collection form appears in the Reference Section of this guide.

DCV Data Elements	
<b>1</b>	<b>Record Type</b> The record type for all records is "B."
<b>2</b>	<b>Student Identifier</b> A unique identifier locally assigned within a school to provide confidential identification of a specific student. This student identifier is to be used throughout the report even if the student is involved in multiple incidents or transfers from one school to another within the division.
<b>3</b>	<b>Non-student Identifier-NS</b> If the offender is not enrolled in any Virginia public K-12 school, report the individual as a non-student.
<b>4</b>	<b>Unknown Identifier-UN</b> If an incident occurs and the offender is not known, indicate an unknown individual.
<b>5</b>	<b>Enrolled Division Number</b> A state-assigned three-digit division number for the school division where the student is officially enrolled in school. Enrolled division number may be left blank for non-students and unknown offenders.
<b>6</b>	<b>Enrolled School Number</b> A state-assigned four-digit school number for the school where the student is officially enrolled. The school where the student is enrolled should report the incident. Schools not listed on the Fall Membership report will not be accepted. Enrolled school number may be left blank for non-students and unknown offenders.
<b>7</b> <b>!!</b>	<b>Incident Division Number</b> A state-assigned three-digit division number for the school division where the incident occurred.
<b>8</b> <b>!!</b>	<b>Incident School Number</b> A state-assigned four-digit school number for the school where the incident occurred.






DCV Data Elements	
<b>9</b>	<b>Grade</b> A student's enrolled grade at the time of the incident shall be determined according to the codes provided. Grade may be left blank for non-students and unknown offenders. See Reference Table IV: Grade Level.
<b>10</b>	<b>Disability Code</b> A unique code to identify students with disabilities according to the two-digit disability number that is provided. 504's are included, but are not used for IDEA reporting. See Reference Table V: Disability Codes.
<b>11</b>	<b>Student's Date of Birth</b> The date of birth (up to age of 19 for regular education and 22 for special education and LEP) is required for all students and shall be entered as mm/dd/yyyy. Date of birth may be left blank for non-students and unknown offenders.
<b>12</b>	<b>Racial/Ethnic Code</b> The racial/ethnic category shall be used to describe the group to which a student belongs. The category that most closely reflects the individual's recognition in the community should be used for purposes of reporting students who are of mixed racial and/or ethnic origins. The racial/ethnic code is required for all students, but it may be left blank for non-students or unknown offenders. See Reference Table VI: Racial/Ethnic Codes.
<b>13</b>	<b>Gender</b> The gender code of <b>F=female</b> and <b>M=male</b> is to be used. It may be left blank for non-students and unknown offenders.
<b>14</b>	<b>Incident Date</b> The date that the incident occurred should be entered as mm/dd/yyyy. The date is required for reporting all incidents.
<b>15</b>	<b>Incident Code</b> A unique code of not more than ten characters, locally assigned within a school to identify an incident. One code is used on the report for all students involved in a particular incident. This is one of the key fields linking incident records to student records. If multiple students were involved in a specific incident, all students would be assigned the same incident code. Fighting incidents always involve two or more students. An offense code for fighting will generate multiple records with the same incident code number. However, if the same student has more than one offense on different dates, use a different incident code for each incident. See Reference Table I, Parts A and B for offense codes and definitions.
<b>16</b>	<b>Offense Code 1 through Offense Code 3</b> All required offenses listed on Reference Table I, Part A, as well as other offenses on Reference Table I, Part B, for which a student is suspended or expelled under local guidelines must be reported. For the majority of students, there is only one offense reported (Offense Code 1). Offense Code 1 is considered a primary field that indicates this offense perpetrated the sanction. There are spaces for two more offense codes (Offense Code 2 and Offense Code 3).
<b>17</b>	<b>Number of Firearms Confiscated</b> Report the number of firearms confiscated. If a firearm is confiscated but cannot be linked to a specific student, report the number of firearms for this incident with a student identifier of UN for unknown. Report zero (0) if no firearms are confiscated. If only one firearm is confiscated when there are multiple students involved, the count should be reported for only one of the students.
<b>18</b>	<b>Number of Non-Firearm Weapons Confiscated</b> Report the number of non-firearm weapons confiscated. If a weapon (non-firearm) is confiscated, but cannot be linked to a specific student, report the number of non-firearm weapons for this incident with a student identifier of UN for unknown.




<b>DCV Data Elements</b>	
<b>19</b>	<b>Final Division Discipline or Sanction</b> “Discipline sanction” defines the total days of discipline assigned to the student for his/her particular offense. Keep in mind that Offense Code 1 is the primary offense. If the student has violated a required code but the sanction is 99 (no days suspended or expelled), this incident is still recorded. See Reference Table III: Sanctions/Days Codes.
<b>20</b>	<b>Number of Days Suspended or Expelled</b> The number of days suspended or expelled is required for all students in violation of a required offense. The total days must be in direct correlation to the sanction code. See Reference Table III: Sanctions/Days Codes.
<b>21</b>	<b>Number of Victims</b> A victim is the recipient of an offensive act that may be criminal in nature; the term usually relates to personal crimes. Report the number of victims as a result of an incident, i.e., (01). The number of victims should be listed on only one student record or distributed among offenders where applicable if there are multiple victims. Report zeroes (00) if there were no victims. See Reference Table IX: Codes Requiring Victim Counts.
<b>22</b>	<b>Alternative Placement</b> An alternative education program may be any program for students who are not enrolled in the regular school environment, such as students at-risk for dropping out, students who have been expelled from their regular classes, or students who are undergoing outpatient treatment for drug use. Indicate whether or not the student was placed in an alternative education program as a result of this incident. Place <b>Y</b> or yes or <b>N</b> for no. Do not leave blank.
<b>23</b>	<b>Expulsion</b> Expulsion means that a student will not be allowed to return to school for up to 365 days or permanently, as determined by the local policy. Indicate if disciplinary action for this student included permanent expulsion. Place <b>Y</b> for yes or <b>N</b> for no. Do not leave blank.
<b>24</b>	<b>Time Element</b> This field is necessary so that the time of an incident may be tracked according to whether it occurred during the school day, at a school activity, at a non-school activity, or in transit. See Reference Table VII: Incident Time Element Codes.
<b>25</b> <b>!!</b>	<b>Limited English Proficiency</b> This field is necessary so that each student can be identified according to his/her English proficiency. Place a <b>Y</b> for yes or <b>N</b> for no. Do not leave blank.
<b>26</b> <b>!!</b>	<b>Reporting to Law Enforcement</b> This field is necessary so that major incidents are reported to law enforcement and a data record is maintained. All students within the incident must receive the same “yes” or “no.”




## B. DCV Data Collection Strategies

The following are ten strategies recommended for school divisions (LEAs) to use in collecting discipline, crime, and violence (DCV) data.

Recommended Strategies for DCV Data Collection	
1	Assign the responsibility for data entry for a small school to only one person. Assign data entry for a medium or large school to individuals with clear directions or responsibilities (i.e., assistant principals).
2	Create a paper form that corresponds with the data requested by the division's data collection system or the VDOE's Web submission system. See Sample Discipline Data Form 2006-07 in the Reference Section of this guide.
3	Assign login/password rights to the data entry person using VDOE's Web submission system.
4	Enter all discipline data weekly at the school level.
5 	Evaluate data at the school level quarterly to ensure the accuracy of the data. Using VDOE's file submission data collection process, each division has the option of submitting a file from its electronic data collection system through the Web to check for errors and generate a report for each school. However, if the division decides to use the Web submission data collection process as a manual entry for each school, the file submission from the division data collection system cannot be mixed with the manual entry process. The most recent process will overwrite the earlier process. See The Web Submission Method section of this guide.
6	Monitor all disciplinary cases sent to the school board for review. If the disciplinary data is modified or needs modification, <u>one person</u> must be responsible for tracking the disposition of the disciplinary action.
7 	Create a decision-making review team at the division level to examine the DCV data to ensure accuracy and consistency in reporting data.
8 	Create and revise division protocols every two years to maintain high standards and consistency in DCV reporting. Protocols need to parallel the division's Student Code of Conduct.
9	Provide in-service training in data entry for division staff.
10	Align division offense codes with VDOE offense codes within the local data collection system.

The following are tips for understanding key data elements and terms.

<b>Tips for Understanding Data Elements and Terms</b>	
<b>1</b>	<b>Incident</b> An incident is the event itself (such as a fight) that may involve one or more student offenses.
<b>2</b>	<b>Offense</b> The offense is the behavior exhibited by the student or students involved in the incident (such as assault/battery without a weapon). Up to three offenses per incident may be used. The first offense listed is considered the primary offense.
<b>3</b>	<b>One incident, one report</b> One incident may involve one student or more than one student. Do not create a new incident number for each student. Use the same incident number for each student involved in the incident.
<b>4</b>	<b>One incident with several offenses</b> If more than one offense is part of a single incident, both the single incident and multiple offenses shall be reported.
<b>5</b> 	<b>Incident-based reporting</b> All data collected shall reflect <u>incident-based reporting</u> . For example, a fight is a single incident that will involve at least two students and several offenses. The incident number needs to be assigned when the incident occurs, not during the database extraction stage.
<b>6</b>	<b>Incidents at off-campus, school-sponsored events</b> When a student is involved in an incident occurring off-campus at a school-sponsored event, that incident must be reported. The student may be either a perpetrator or a victim. The student's home school is responsible for reporting the incident under its own school number.
<b>7</b> 	<b>Incidents on school grounds 365 days a year/24 hours a day/7 days a week</b> All incidents occurring on school grounds, 365 days a year/24 hours a day, seven days a week, must be reported. This includes all public school property that serves students in any or all grades, PK-12. Incidents must be reported whether or not the offender is an enrolled student. Any incident that happens after school hours and not at a school-sponsored event will <u>not</u> count against the incident school in determining persistently dangerous threshold points.
<b>8</b> 	<b>Incidents in alternative education, Governor's schools, special education; career/technical or regional centers</b> All incidents occurring in alternative education settings (whether a school, center, or other), or at a career/technical school, a Governor's School, or a special educational center shall be reported. The student's home school (the enrolled school division) is responsible for reporting the incident. If a regional center has an incident, the "incident division" number would be the regional center number. The "incident school" number would be the

<b>Tips for Understanding Data Elements and Terms</b>	
	school number for the regional center. See Table VIII: Regional Centers 2006-07.
<b>9</b>	<b>Incidents on school transportation</b> All incidents that occur on any school transportation, including bus transportation to and from school and other transportation that may be used to and from school-sponsored events, must be reported.
<b>10</b>	<b>Incidents resulting in Saturday school, in-school, or sanctions involving suspension or expulsions</b> These incidents (if they involve a required code) must be reported, regardless of sanction.
<b>11</b>	<b>Incidents resulting in suspension or expulsions</b> All incidents resulting in out-of-school suspension or expulsion must be reported, regardless of sanction.
<b>12</b>	<b>Major Required Offense Codes</b> All Required Offense Codes must be reported. See Reference Table I, Part A: Major Required Offense Codes.
<b>13</b>	<b>Minor Sub-category Offense Codes</b> These codes are not required to be reported, but may be used by a school division for purposes of further clarification of offenses within the division. If the sub-category codes are submitted to VDOE, they will be recorded as a three-digit code. See Reference Table I, Part B: Minor Required Offense Codes.
<b>14</b>	<b>Time Period</b> All data will be collected for a 365-day period, beginning with June 20, 2006 and ending on June 19, 2007. Summer school data for 2006 will be included in this time period.
<b>15</b> 	<b>Primary Offense</b> A primary offense is the most important offense that is responsible for the student's receiving disciplinary sanctions. The primary offense will be listed as Offense Code 1.
<b>16</b> 	<b>Shared Incident Codes</b> An incident that occurs involving several students from different enrolled schools will have the same incident code. The different enrolled schools can be either within the same school division or from one or more school divisions.
<b>17</b> 	<b>Incidents in Regional Centers</b> Incidents that occur in regional centers must be reported to the division of the enrolled student, but the incident school is the regional center. Reference Informational SUPTS. MEMO NO. 245, December 3, 2004.

## C. Data Submission Methods

DCV data must make its way from the school to the division level, typically being entered into some type of data management system, then from the school division to the Virginia Department of Education's data management system. School divisions submit DCV data to the VDOE through one of two methods:

- The Division File Submission Method—a method in use since 1998 that involves the uploading of an electronic file  
or
- The Web Application Submission Method—a method available to school divisions since fall 2004 involving the manual entry of data into VDOE's web-based data management system.

Sections devoted to the specifics of using each of these methods can be found in this guide.

School divisions must choose one of these two methods; the methods cannot be combined.

## D. Data Verification

There is also a **verification process** for DCV data submitted to VDOE whereby the school superintendent signs off that the information submitted by the division is accurate. Additionally, the Department of Education has developed a number of “edit checks” designed to help school divisions report accurate and complete data. See Reference Table XII. DCV Edit Checks for a complete list of edit checks for 2006-07.

The following chart provides a summary at a glance of the processes used in DCV data collection and reporting. Detailed information about procedures used in each process follow the chart.

## E. Comparison of Processes Used in DCV Data Collection and Reporting

	LEA Data System	VDOE Web-based Application
Data Collection	All collections can be made through the division's collection system. All data elements are defined in a table. See table of Data Elements earlier in this section.	All collections can be made through VDOE's Single Sign-on Web System (SSWS) This system is described in a later section of this guide.
	A division must decide on ONE method for data collection. (1) VDOE's Web submission collection system or (2) the division student information collection system (e.g., SASI , Star Base). These two systems cannot be mixed. If data is edited manually in VDOE's Web submission collection application, it will delete any file data or vice-versa.	
Data Submission to VDOE	Data from a division's student information collection system needs to be extracted and formatted in a tab-delimited text file. See table on File Layout for Tab-Delimited File in the File Submission Method section of this guide. This tab-delimited text file will be submitted via the VDOE SSWS system. It may be submitted monthly, every 9 weeks, or yearly. <b>PLEASE NOTE: Each time the file is submitted, it will <u>overwrite</u> the previous data.</b>	When data is entered in VDOE's Web application system, it will not be finalized until all incidents have been submitted. It is not possible to use the Web application system and the tab-delimited text file submission together. Divisions must decide which submission process they will use.
Data Verification	When a tab-delimited text file is submitted through SSWS, the file will generate one of three messages, "Failed," "Successful," or "Warnings Successful." When the message reads "Successful" or "Warnings Successful," the user can generate the final verification report by clicking on the "Completed Data Entry Form" link provided there are no final error messages. This allows the user to verify the data being submitted. When the final verification signature page is generated, the Web window will be locked.	At the division level, a verification report may be generated at any time by going to the link Verification Report. This report will appear without a signature page. It may be generated after each submission (i.e. every nine weeks) to check for errors. Any modifications must be made in the division's data collection system. When resubmitting the data, the new file will overwrite the previous file. When all data have been completed, the steward of the data will go to the link Completed Data Entry and complete the questions. If all information is complete and the questions are answered with yes or NA appropriately, click the Save button. This will notify the division that a final verification report with the signature page will be generated and the window will be locked.

# **The Division File Submission Method**



# I. DIVISION FILE SUBMISSION PROCEDURES

## A. Basic Process for the File Submission Method

This method will only be done at the division level. No school will be submitting a file of data. The File Submission Method allows school divisions to enter data on DCV incidents directly into their division's student data management system (e.g., SASI, Star Base). The division then periodically extracts data from the division's system and uploads it to the Virginia Department of Education's data management system in a tab-delimited file format with a header, Record A, Record B, and a record count at the end of the file as described in the File Layout for a Tab-Delimited File table on the next page.

The Division File Submission Method may be used as an ongoing process of submission up to the final due date. For 2006-07 data, the due date is July 31, 2007. A tab-delimited file may be submitted every month or every nine weeks. At the very least the file should be submitted every semester. This will allow for checks and balances of all data. All information is entered in the division's data collection system, and all information is corrected in the division's data collection system.

In order for data to be evaluated for errors, each school may be given a user logon and password by the division account manager for the VDOE SSWS system. After the tab-delimited file has been submitted by a designated division person and is successful, the schools may be notified to check their individual school's data for accuracy. If any edits are necessary, these edits **MUST** be made in the division's data collection system, **NOT** in VDOE's Web application. This process may be done every nine weeks or monthly.

## B. File Layout for a Tab-Delimited File

NOTE: The school year begins on June 20, 2006, and ends on June 19, 2007. Any incidents that occur after June 19, 2007, will be recorded on the next school year report (2007-08).

<b>Header Records (must include all records as indicated)</b>
<b>SenderID</b> =<3-digit division number of division submitting file>
<b>CreateDate</b> =<current date in mm/dd/yyyy format>
<b>CreateTime</b> =<current time in hh:mm:ss format>
<b>EMAIL</b> =<sender's e-mail address>
~~
<b>DATATYPE</b> =DISCIPLN
~

<b>“A” Record – Fixed Length</b>		
<b>Maximum Field Length</b>	<b>Field Name</b>	<b>Field Acceptable Values</b>
1	Record Type	Constant = A
8	Data Collection Name	Uppercase; constant = DISCIPLN
4	Beginning School Year	F Four-digit year for beginning of school, 2006
3	Division Number	L Leading zeroes must be included, i.e., 005

<b>“B” Record - Tab-Delimited (24Columns) Student/Incident Information</b>		
<b>Maximum Field Length</b>	<b>Field Name</b>	<b>Field Acceptable Values</b>
1	Record Type	Constant = B
12	Unique Student Identifier	Unique identifier for each student within a school division; NS=Non-student UN=Unknown
3	Enrolled Division Number	Division # where student enrolled 001-999
4	Enrolled School Number	School # where student enrolled 0001-9999
3	Incident Division Number	Division # where incident occurred 001-999
4	Incident School Number	School # where incident occurred 0001-9999
2	Grade	PK = Pre-Kindergarten KG = Kindergarten 01=Grade 1 02=Grade 2 03=Grade 3 04=Grade 4 05=Grade 5 06=Grade 6 07=Grade 7 08=Grade 8 09=Grade 9 10=Grade 10 11=Grade 11 12=Grade 12 PG=Post-Graduate

<b>“B” Record - Tab-Delimited (24Columns)</b> <b>Student/Incident Information</b>		
2	Special Education Disability	01=MR - Mental Retardation
		02=SD-Severe Disability
		03=MD - Multiple Disabilities
		04=OI - Orthopedic Impairments
		05=VI - Visual Impairments
		06 =HI - Hearing Impairments
		07=SLD - Specific Learning Disabilities
		08=ED - Emotional Disturbance
		09 =SLI - Speech/Language Impairments
		10 =OHI - Other Health Impairments
		12=DB - Deaf-Blindness
		13=AUT - Autism
		14=TBI - Traumatic Brain Injury
		15=504
		16=DD - Developmental Delay
10	Date of Birth	Date mm/dd/yyyy
2	Racial/Ethnic Category	00=Unspecified
		01=Native American
		02=Asian/Pacific Islander
		03=Black (Non-Hispanic)
		04=Hispanic
		05=White (Non-Hispanic)
		06=Native Hawaiian
1	Gender	F=Female, M=Male
10	Date of Incident	Date mm/dd/yyyy
10	Incident Code	XXXXXX99999, Unique code for each incident (All students involved in a particular incident would be assigned the same incident code.)
5	Primary Code	See Offense Code Listing and Definitions (rev.7/2006)
5	Offense Code 2	See Offense Code Listing and Definitions (rev.7/2006)
5	Offense Code 3	See Offense Code Listing and Definitions (rev.7/2006)

<b>“B” Record - Tab-Delimited (24Columns)</b> <b>Student/Incident Information</b>		
5	Number of Firearms Confiscated	Leading zeros must be included, i.e., 00100
5	Number of Non-Firearms Confiscated	Leading zeros must be included, i.e., 00100
2	Final Division Discipline/Sanction	02=Short-term suspension (out of school) 1-10 days 03=Long-term suspension (out of school) 11-364 days 04=Expulsion (365 days) 05=Special education interim alternative placement-LEA decision (up to 45 days) 06=Special education interim alternative placement-hearing officer decision (up to 45 days) 07=Modified expulsion by LEA under SDFSCA and GFSA (0 to 364 days) 99=None of the above
3	Number of Days Suspended	Numeric (000-maximum school days) 364 days = suspension 365 days = expulsion
2	Number of victims	Numeric (00-99)
1	Alternative Placement	Y=yes; N=no
1	Permanent Expulsion	Y=yes; N=no
2	Time Incident Took Place	01=During the regular school day
		02=During a school-sponsored activity (outside school hours)
		03=During a non-school-sponsored activity (outside school hours)
		04=In transit (on the way to or from school)
1	Limited English Proficient	Y= yes ; N= no
1	Reported to Law Enforcement	Y = yes ; N = no

## C. Procedure for Submitting the Tab-Delimited File

- The file must be in tab-delimited format.
- Log on to the SSWS and go to Student Discipline at the division level.
- Select the correct year.

Discipline, Crime and Violence Home

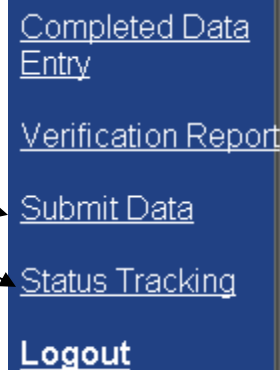
### Welcome to the Discipline, Crime and Violence Reporting System

Please Enter the School Year you want to work with. This will be constant through out the application. You can navigate through the application using the links on the left navigation bar.

School Year:

*Note: All previous years Data are in read only mode.*

- Click the **Submit Data** link.
- Browse for the file and click **Submit**.
- If the file passes this phase, click the **Status Tracking** link.
- If there are any edit check errors, these errors must be corrected.



- When the file reads “Successful” or “Warnings-Successful,” the individual schools will be able to generate their report and check for errors
- Unlike previously, clicking on the link “Successful” or “Warnings-Successful” will not generate a verification report with a signature page. Instead it will generate the report with a **notification page** that requests the user to review the report for accuracy.

October 27 2004 11:28 AM

Virginia Department of Education  
Office of Educational Information Management  
2004 - 2005 Discipline / Crime and Violence Verification

Page 1 of 10

TO:

FROM : Discipline, Crime and Violence Reporting Team  
Phone : (804) 225-2966  
Fax : (804) 371-8978

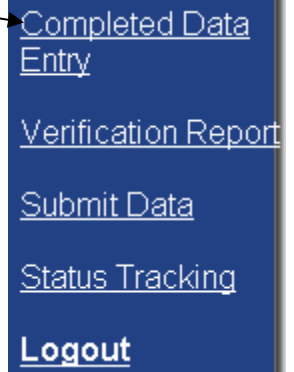
SUBJECT : Verification Report - Student Discipline 2004 - 2005

Please review the attached reports for accuracy. This report represent summaries of the Discipline, Crime and Violence data submission at this time.

Prior to printing a Final Verification Report for the Superintendent's signature, you should go to the "Completed Data Entry" screen and verify that you have entered data for 1st semester, 2nd semester, summer school and centers if applicable.

Thank you.

- After the information has been verified and corrected, click **Completed Data Entry**. A form will appear with questions that must be answered before the verification report with the signature page will be generated.



## D. Procedure for Editing Submitted Data

At the division level, a verification report may be generated at any time by going to the link **Verification Report**. This report will appear without a signature page. It may be generated after each submission (i.e., every nine weeks) to check for errors. Any modifications must be made in the division's data collection system. When modified data are resubmitted, the new file will overwrite the previous file.

## E. Procedure for Final Submission of Data

Final submission of data will involve an entire year of data based on the start date that is given by your division in the Web School and Staff Application. The data include the entire school year, all summer school, and all regional center data. When all data have been completed, the steward of the data (the DCV Coordinator) will go to the link **Completed Data Entry** and complete the questions. If all information is complete and the questions are answered with "yes" or "NA" appropriately, click the **Save** button. This will notify the division that a final verification report with the signature page will be generated, and the window will be locked.

# **The Web Application Submission Method**

# WEB APPLICATION SUBMISSION PROCEDURES

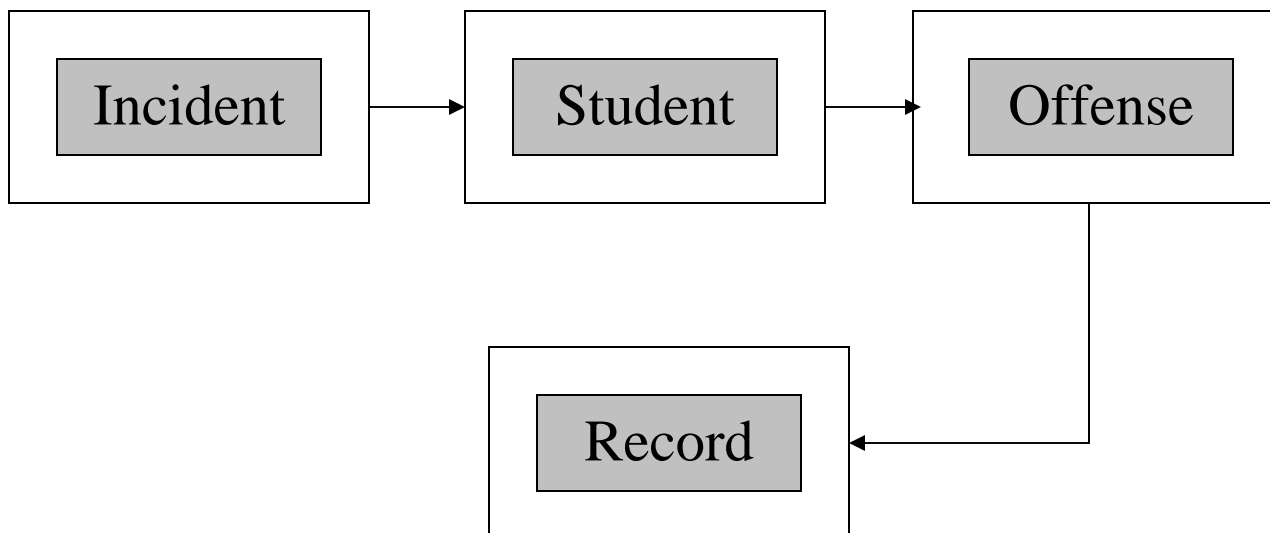
## A. Basic Process for Web Submission

The Web Submission Method will allow division- and school-level entry of discipline, crime, and violence incident data. Users will log into the Single Sign-on Web Site (SSWS) to enter DCV data manually for their respective school or division. The manual entry method uses a newly designed Web collection application that allows each division or school to enter data daily per incident. The manual data entry method cannot be combined with the Division File Submission Method. One file will overwrite any data that is manually entered. The manual data entry method can be used at either the division level or the school level. There are reporting abilities at both levels.

It is possible to view data from previous school years within VDOE's Web submission system. However, it is not possible to edit data except within the existing school year.

## B. Organizational Diagram of Web Application Cycle

The organizational chart below illustrates a complete cycle involving the three elements that contain the data within the Oracle database. Each element must contain the correct information and be finalized by linking the three data elements together to form one record. If any link becomes broken by deleting an element, an internal error is created and will be displayed on the Completed Data Entry form.





The most common errors that break these data links are

- Deleting a student link from the incident element without deleting the student from the offense element or from the student data bank element.
- Deleting a student who has attended multiple schools within the same division. A student enrolled in more than one school throughout the school year should not be deleted. The student is read by the application as (Student A enrolled in school 105) and then re-enrolled as (Student A enrolled in School 106). This is seen by the application as two different students.
- Shutting down the computer before an entire cycle is completed.

## C. Web Submission Manual Data Entry Procedures

### 1. Procedure for Login to the Single Sign-on Web System (SSWS)

There are two levels of access—school level and division level. The levels of access will depend upon the rights allocated to the user by the division’s account manager.

### 2. Procedure for Opening the Screen for Each Type of User

All users have to select on the home page the school year they are working with.

Logged in as: **Joyce Martin**

**Discipline, Crime and Violence Home**

**Welcome to the Discipline, Crime and Violence Reporting System**

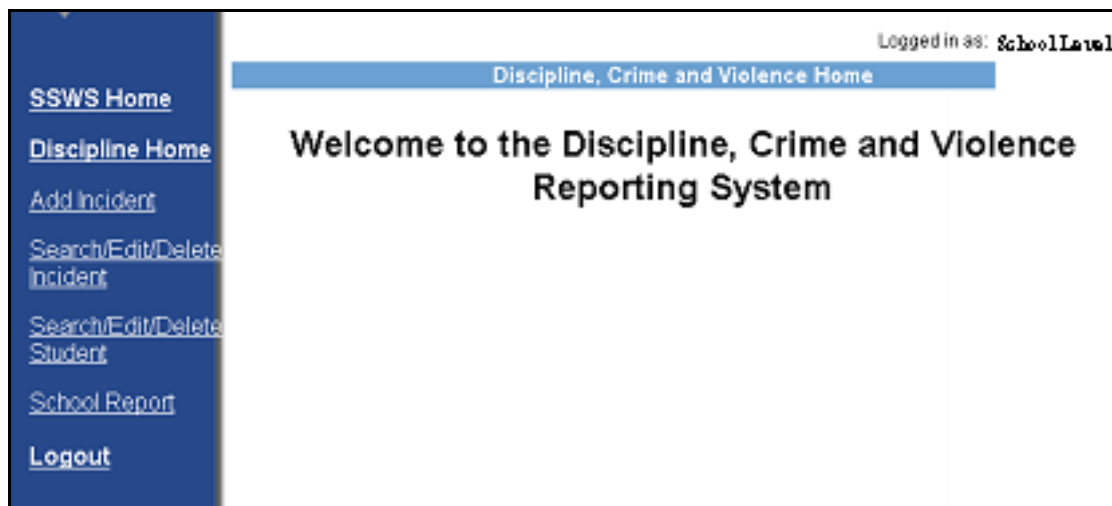
Please Enter the School Year you want to work with. This will be constant through out the application. You can navigate through the application using the links on the left navigation bar.

School Year:

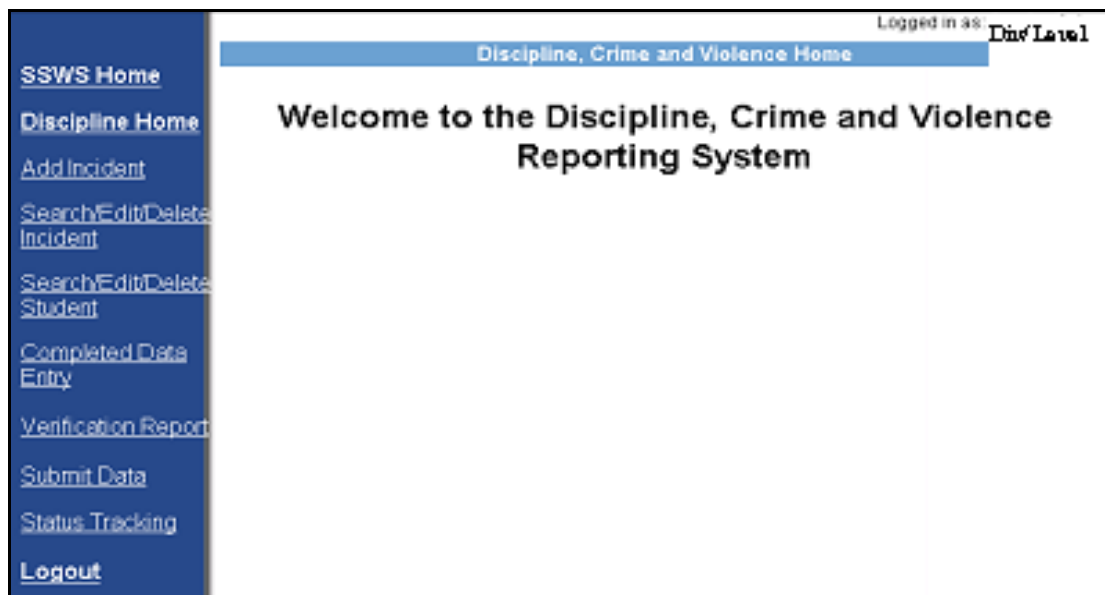
*Note: All previous years Data are in read only mode.*

## The Two User Levels:

- **School-Level Users** can enter data only for their respective school and will see the following home page. Please note that the links offered for each level of user are different.



- **Division-Level Users** can enter data only for their respective division and will see the following home page. Please note that the links offered for each level of user are different.



### 3. Procedure for Adding an Incident Link

The **Add Incident** screen allows the user to add an incident for the selected school year. For each incident, the user may enter up to five offense codes.

Logged in as: Joyce

**Add Incident**

Please enter details for the Incident. Click the "Add/Select Student" button to add students to the incident.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division: 020 - CHARLOTTE CO PBLC SCHS

Incident School: Select

Offense Code 1: Select

Add More Offenses

Firearm Weapon Count: 0

Non Firearm Weapon Count: 0

Victim Count: 0

When did the incident take place: Select

Was the incident reported to Law Enforcement: No

Back Reset Add/Select Student

- **Add More Offenses** allows the user to enter up to five offense codes for the incident.
- **Back** button takes the user to the home page.
- **Reset** clears all the changes in the current form.
- **Select/Add Student** allows the user to add or select student to link to incident.

#### 4. Procedure for Using the Search/Edit/Delete Incident Link

The **Search/Edit/Delete Incident** link allows the user to search all existing incidents. A list of all existing incidents will appear, and the user may edit or delete them.

The screenshot shows the 'Search Incident' form in the SSWS system. The left sidebar contains links: SSWS Home, Discipline Home, Add Incident, Search/Edit/Delete Incident, Search/Edit/Delete Student, Completed Data Entry, Verification Report, and Submit Data. The main content area is titled '020 - CHARLOTTE CO POLIC SCHS' and 'Current School Year: 2004'. It includes a 'Logged in as:' field and a 'Search Incident' header. Below the header, instructions state: 'Please enter the search criteria to search for incidents reported by this division. Click on the "Search" button to search and edit the specific incident.' The form contains input fields for Incident Code, Incident Date (MM/DD/YYYY), Incident Division (a dropdown menu), Incident School (a dropdown menu), Student Id, and Student Last Name. At the bottom are 'Back', 'Reset', and 'Search' buttons.

Searching for an incident will bring up a list of all existing incidents which the user may choose to either **Edit** or **Delete**.

The screenshot shows the 'Search Incident' results page. The left sidebar is the same as the previous screenshot. The main content area is titled 'Search Incident' and 'Logged in as: Joyce Martin'. It includes the same search criteria fields and buttons. Below the search fields, instructions state: 'Please click edit image to modify or view the corresponding incident. Click delete image to delete the specific incident.' A table displays the results, with a header row indicating 'Total Number of Incidents matching the search criteria: 22'. The table has columns for Rep. Div., Incident Code, Inc. Date, Inc. Div., Inc. Sch., Off. 1, Off. 2, Off. 3, Off. 4, Off. 5, Edit, and Delete. The table contains five rows of incident data.

Rep. Div.	Incident Code	Inc. Date	Inc. Div.	Inc. Sch.	Off. 1	Off. 2	Off. 3	Off. 4	Off. 5	Edit	Delete
70	74343431	09/07/2005	72	232	BA2						
70	hlhlhlj	09/06/2005	70	680	FA2	THF03					
70	pjpjpjpjp	09/07/2005	70	80	AL1						
70	Incidentaa	09/08/2005	70	80	AL1						
70	se01	09/06/2005	70	680	THF03	FA2					

**Edit Incident** will allow the user to modify or add any incident information such as offenses, sanctions, incident date, victim count, confiscated firearms or non-weapons, or time of incident. The user may add up to five offenses by clicking the **Add More Offenses** button, and a new drop-down window will appear so the user may choose the offense.

Logged in as: Joyce Martin

### Edit Incident

Please review and make changes if any to the Incident. Click the "Add/Select Student" button to view a list of students linked to the incident.

Incident Code: JLJLKJL Incident Date (MM/DD/YYYY): 01/17/2006

Incident Division: 070 - PATRICK CO PBLC SCHS

Incident School: 700 - PATRICK COUNTY HIGH

Offense Code 1: AL1

[Add More Offenses](#)

Firearm Weapon Count: 0 Non Firearm Weapon Count: 0 Victim Count: 0

When did the incident take place: During the regular school day

Was the incident reported to Law Enforcement: Yes

[Back](#) [Reset](#) [Add/Select Student](#)

The user may also view any student(s) attached to a specific incident. If an incident is edited, the student linked to that incident may have to be modified. The **Edit Image** or the **Delete** button allows the user to view the incident linked to the student.

Current School Year: 2004

Virginia Department of Education

Logged in as:

### Edit/Add Student Linked to Incident

Inc. Code: 4610000039 Inc. Division: 020 - CHARLOTTE CO PBLC SCHS School: 210 - CENTRAL MIDDLE

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 1

Student Id	Enrolled School	Edit	Delete
ABC123	210 - CENTRAL MIDDLE		

[Back](#) [Add Student to Incident](#)

## 5. Procedure for Linking an Incident to a Student Offender

**Edit Image** allows the user to view or modify the student offender for that incident. If any data concerning the student, not the incident, is changed, the user must go to the **Search/Edit/Delete Student** link.

The user may add student offenders to a specific incident at the **Search/Edit/Delete Incident** link provided the student has been added to the student database. The user may delete a student offender from an incident.

Logged in as: Joyce Martin

### Edit/Add Student Linked to Incident

Inc. Code: **HR003** Inc. Division: **070 - PATRICK CO PBLC SCHS** School: **350 - HARDIN REYNOLDS ELEM. - 893**

Click on the "Save" image to save your changes for the selected student or click on the "Back" button to return to the search results screen. This screen will only allow you to modify offenses that you have pre-selected. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 1

Student Id	Enrolled School	Edit	Delete
90074	350 - HARDIN REYNOLDS ELEM.		

Student: 90074 - School: 350 - HARDIN REYNOLDS ELEM.

DOB: 10/14/1993 Gender: M Race: WHITE

Grade: 06 - Grade 6

Disability Code: Select Disability Code

Primary Offense: OT1

Final Sanction Code: 2 - SHORT-TERM SUSPENSION (OUT OF SCHOOL)

Days Suspended/Expelled: 2

Alternate Placement: Yes: ☐ No: ☒

Permanent Expulsion: Yes: ☐ No: ☒

LEP Student Flag: Yes: ☐ No: ☒

Edit Image allows the user to edit the incident data. The total number of offense codes the user may attach to the student have been reduced to three with the first offense being the primary offense. All five offense codes are listed, but only three may be selected and linked to a student.

SSWS Home  
User Manual  
Change Division  
Discipline Home  
Add Incident  
Search/Edit/Delete Incident  
Search/Edit/Delete Student  
Completed Data Entry  
Verification Report  
Submit Data  
Status Tracking  
ADMINISTRATION  
Collection Window

Logged in as: Joyce Martin

**Edit/Add Student Linked to Incident**

Inc. Code: 4646464 Inc. Division: 070 - PATRICK CO PBLC SCHS School: 80 - WOOLWINE ELEM. - 916

Click on the "Save" image to save your changes for the selected student or click on the "Back" button to return to the search results screen. This screen will only allow you to modify offenses that you have pre-selected. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 2

Student Id	Enrolled School	Edit	Delete
94231	150 - MEADOWS OF DAN ELEM.		
45485456	150 - MEADOWS OF DAN ELEM.		

Student: 94231 - School: 150 - MEADOWS OF DAN ELEM.

DOB: 05/11/1985 Gender: M Race: WHITE

Grade: 02 - Grade 2

Disability Code: Select Disability Code

Primary Offense: DR3 Offense 2: DC1

Select Primary Offense

DC1 DR3

Permanent Expulsion: Yes: ☐ No: ☒ LEP Student Flag: Yes: ☐ No: ☒

Days Suspended/Expelled: 3

Back Reset Add Student to Incident Save

Upon completion of data modifications, the user should save the changes. A Confirm message appears stating that the changes have been made. To add a student offender, the user must click Add Student to Incident.

SSWS Home  
Change Division  
Discipline Home  
Add Incident  
Search/Edit/Delete Incident  
Search/Edit/Delete Student  
Verification Report  
Submit Data

020 - CHARLOTTE CO PBLC SCHS  
Current School Year: 2004

Virginia Department of Education  
Logged in as: Joyce Martin

**Edit/Add Student Linked to Incident**

Inc. Code: 461000006 Inc. Division: 020 - CHARLOTTE CO PBLC SCHS School: 210 - CENTRAL MIDDLE

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Student "30848" has been saved successfully.

Total Students found in the Incident = 2

Student Id	Enrolled School	Edit	Delete
ABC123	210 - CENTRAL MIDDLE		
DEF123	210 - CENTRAL MIDDLE		

Back Add Student to Incident

The **Select/Add Student** screen appears and allows the user to select the enrolled school and search for a particular student within the existing student database. If the student is not in the database, he/she cannot be added at this link. The user must go to the **Search/Edit/Delete/Incident** link to add a student to the student database before adding it to the incident.

Logged in as: **Joyce Martin**

### Select/Add Student

Please select an enrolled school for the specific incident. Click "Search" button to search and add a student or Click "Add New Student" button to enter a new student.

Inc. Code: **4610000066** Inc. Division: **020 - CHARLOTTE CO PBLC SCHS** School: **210 - CENTRAL MIDDLE**

Student Type: Student: ☒ Non Student: ☐ Unknown: ☐

Enrolled Division: **020 - CHARLOTTE CO PBLC SCHS**

Enrolled School: **Select**

Student Id:  Last Name:

[Back](#) [Reset](#) [Search](#) [Add New Student](#)

The **Search** button allows the user to see all the students that have incidents at a selected enrolled school. To add one of these students to the **specific incident** that has been chosen, the user clicks **Select**, and the student's data will appear.

Logged in as: **Joyce Martin**

### Select/Add Student

Please select an enrolled school for the specific incident. Click "Search" button to search and add a student or Click "Add New Student" button to enter a new student.

Inc. Code: **HR007** Inc. Division: **070 - PATRICK CO PBLC SCHS** School: **350 - HARDIN REYNOLDS ELEM. - 893**

Student Type: Student: ☒ Non Student: ☐ Unknown: ☐

Enrolled Division: **070 - PATRICK CO PBLC SCHS**

Enrolled School: **350 - HARDIN REYNOLDS ELEM.**

Student Id:  Last Name:

[Back](#) [Reset](#) [Search](#) [Add New Student](#)

**Total Records found = 15**

Student Id	Date of Birth	Gender	Race	Select
5464654654	01/01/1999	M	0 - UNSPECIFIED	<a href="#">Select</a>
90135 - Vipperman , Bo	03/20/1995	M	5 - WHITE	<a href="#">Select</a>
90228 - Pennington , Ryan	03/29/1995	M	5 - WHITE	<a href="#">Select</a>
93609 - Harris , Brandon	02/16/1992	M	5 - WHITE	<a href="#">Select</a>
94671 - Goff , Robbie , Stevie	01/21/1995	M	5 - WHITE	<a href="#">Select</a>



The **Add Offense** screen appears for the selected student. The user may then add the offense codes, final sanction, days, alternative placement, and permanent expulsion. Upon completion of the changes, the user should click **Next**.

Logged in as: Joyce Martin

### Add Offense

Inc. Code: HR003 Inc. Division: 070 - PATRICK CO PBLC SCHS School: 350 - HARDIN REYNOLDS ELEM. - 893

Student: 90135 Enrolled School: 350

Please select the offenses for the student involved in the incident.

Primary Offense:

Offense Code 2:

Offense Code 3:

Final Sanction Code:

Days:

Suspended/Expelled:

Disability Code:

Grade:

Alternative Placement: Yes: ☐ No: ☒

Permanent Expulsion: Yes: ☐ No: ☒

Lep Student Flag: Yes: ☐ No: ☒

The Screen will return to **Edit/Add Student Linked to Incident** with an additional student added to that particular incident. If at anytime the user desires to delete a student from an incident, the user may use the **Delete** button attached to the student; however, this does not delete the student from the database.

Logged in as: Joyce Martin

### Edit/Add Student Linked to Incident

Inc. Code: 4610000066 Inc. Division: 020 - CHARLOTTE CO PBLC SCHS School: 210 - CENTRAL MIDDLE

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 3

Student Id	Enrolled School	Edit	Delete
ABC1233	210 - CENTRAL MIDDLE		
DEF123	210 - CENTRAL MIDDLE		
ABC444	210 - CENTRAL MIDDLE		

## 6. Procedure for Adding a Student

Add a student to the database by using the **Add Incident** link or **Search/Edit/Delete Incident** link. Complete the following steps to add a student:

- Click **Add Incident** link.
- Fill in all the boxes pertaining to the new incident.
- Click **Add New Student**

SSWS Home  
Change Division  
Discipline Home  
Add Incident  
Search/Edit/Delete Incident  
Search/Edit/Delete Student  
Verification Report  
Submit Data  
Status Tracking

Logged in as: Joyce Martin

**Select/Add Student**

Please select an enrolled school for the specific incident. Click "Search" button to search and add a student or Click "Add New Student" button to enter a new student.

Inc. Code: 016666666 Inc. Division: 020 - CHARLOTTE CO PBLC SCHS School: 210 - CENTRAL MIDDLE

Student Type: Student ☒ Non Student: ☐ Unknown: ☐

Enrolled Division: 020 - CHARLOTTE CO PBLC SCHS

Enrolled School: Select

Student Id: Last Name:

Back Reset Search Add New Student

- Fill in the student information boxes.
- Click **Add Offense Info**.

SSWS Home  
User Manual  
Change Division  
Discipline Home  
Add Incident  
Search/Edit/Delete Incident  
Search/Edit/Delete Student  
Completed Data Entry  
Verification Report  
Submit Data

Logged in as: Joyce Martin

**Student Information**

Inc. Code: HR003 Inc. Division: 070 - PATRICK CO PBLC SCHS School: 350 - HARDIN REYNOLDS ELEM. - 893

Enrolled School: 350 - HARDIN REYNOLDS ELEM.

Please enter the student details. Click on "Add Offense Info" button to add offenses to the student offender.

Enrolled School: 0350 - HARDIN REYNOLDS ELEM.

Student Id: Gender: Select Gender

Last Name: First Name:

Middle Name: Date Of Birth: (MM/DD/YYYY)

Race: Select Race

Back Reset Add Offense Info

- Select the offenses for the student indicated in the incident.
- Click **Next** when complete.

Logged in as: **Joyce Martin**

Add Offense		
Inc. Code: <b>HR003</b>	Inc. Division: <b>070 - PATRICK CO PBLC SCHS</b>	School: <b>350 - HARDIN REYNOLDS ELEM. - 893</b>
Student: <b>44646546</b>	Enrolled School: <b>80</b>	

**Please select the offenses for the student involved in the incident.**

Primary Offense: **Select Primary Offense** ▼

Offense Code 2: **Select Offense 2** ▼

Offense Code 3: **Select Offense 3** ▼

Final Sanction Code: **Select Final Sanction Code** ▼

Days Suspended/Expelled: **0**

Disability Code: **Select Disability Code** ▼

Grade: **Select Grade** ▼

Alternative Placement: Yes: ☐ No: ☒

Permanent Expulsion: Yes: ☐ No: ☒

Lep Student Flag: Yes: ☐ No: ☒

## 7. Procedure for Adding a Non-Student or an Unknown Student

To add a non-student or unknown student to the database, do the following:

- To search for an existing incident, click the **Search** button, then select the correct incident, or click **Add Incident** and add the incident.
- When searching for an incident, click **Edit Image**, and the selected incident will appear.
- Click the **Select Student** button and all students associated with that incident will appear.
- Click the **Add Student to Incident** button and the **Select/Add Student** screen will appear.
- Select the **Non-Student** or **Unknown** radial button.
- Click the **Add New Student** button, and the incident will be linked to the non-student or the unknown student.

The screenshot shows the 'Select/Add Student' interface. A left sidebar contains navigation links: [SSWS Home](#), [User Manual](#), [Change Division](#), [Discipline Home](#), [Add Incident](#), [Search/Edit/Delete Incident](#), [Search/Edit/Delete Student](#), [Completed Data Entry](#), and [Verification Report](#). The main content area includes the Virginia Department of Education logo and 'Logged in as: Joyce Martin'. A header bar reads '020 - CHARLOTTE CO PBLC SCHS' and 'Current School Year: 2005'. Below this is a table with incident details: Inc. Code: gggghhhh, Inc. Division: 020 - CHARLOTTE CO PBLC SCHS, and School: 210 - CENTRAL MIDDLE - 1589. The 'Student Type' section has three radio buttons: 'Student' (selected), 'Non Student', and 'Unknown'. Below are dropdown menus for 'Enrolled Division' (set to 020 - CHARLOTTE CO PBLC SCHS) and 'Enrolled School' (set to Select). There are input fields for 'Student Id' and 'Last Name'. At the bottom are buttons for 'Back', 'Reset', 'Search', and 'Add New Student'. Three arrows from the instructions point to the 'Non Student' radio button, the 'Add New Student' button, and the 'Add Incident' link in the sidebar.

The user will have to fill in the number of non-students per offense. Click the **Number of Non-Students** per offense box and type a number opposite the correct offense.

Logged in as: **Joyce Martin**

**Add Offense**

Inc. Code: **HR003** Inc. Division: **070 - PATRICK CO PBLC SCHS** School: **350 - HARDIN REYNOLDS ELEM. - 893**

Student: **Non Student**

Please select the offenses for the student involved in the incident.

Primary Offense: Select Primary Offense [v] Number of Non Students (per offense): 0

Offense Code 2: Select Offense 2 [v] 0

Offense Code 3: Select Offense 3 [v] 0

Back Reset Next

## 8. Procedure for Using the Search/Edit/Delete Student Link

The **Search/Edit/Delete Student** link allows the user to view student information that may already exist in the student database. Enter the enrolled school before clicking **Search**.

Logged in as: **Joyce Martin**

**Search/Edit/Delete Student**

Please enter the Search Criteria.

Please select an enrolled school to search for a specific student.

Enrolled Division: **020 - CHARLOTTE CO PBLC SCHS**

Enrolled School: Select [v]

Student Id: [ ]

Student Last Name: [ ] Student First Name: [ ]

Back Reset Search

The search criteria will bring up the students that have been entered in the student database. Click the **Edit Image** to modify the student data.

Logged in as: **Joyce Martin**





### Search/Edit/Delete Student

**Please enter the Search Criteria.**  
Please select an enrolled school to search for a specific student.

Enrolled Division: **070 - PATRICK CO PBLC SCHS**  
 Enrolled School: **350 - HARDIN REYNOLDS ELEM.**  
 Student Id:   
 Student Last Name:  Student First Name:

[← Back](#) [Reset](#) [Search](#)

**Total Records found = 15**

Student Id	Enrolled School	Date of Birth	Gender	Race	Edit
5464654654	0350 - HARDIN REYNOLDS ELEM.	01/01/1999	M	0 - UNSPECIFIED	
90135	0350 - HARDIN REYNOLDS ELEM.	03/20/1995	M	5 - WHITE	
90228	0350 - HARDIN REYNOLDS ELEM.	03/29/1995	M	5 - WHITE	
93609	0350 - HARDIN REYNOLDS ELEM.	02/16/1992	M	5 - WHITE	

The screen that appears will contain the student's profile information. Data may be edited on this screen. When edits are complete, click **Save** or, if you wish, **Delete** the student from the database. However, if the student is linked to an incident, he/she cannot be deleted until all the incidents linked to the student are deleted. In order to delete the incident linked to the student, go to the **Search/Edit/Delete Incident** link.

Logged in as: **Joyce Martin**

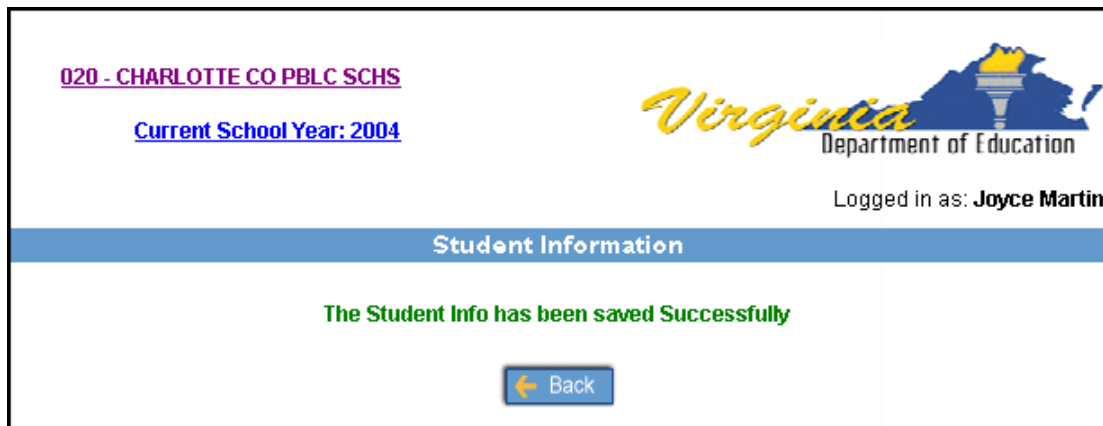
### Student Information

You can view/modify the student details from here. Click on "Save" button to save changes. Click on "Delete Student" button to delete the student from the student record.

Enrolled School: **0350 - HARDIN REYNOLDS ELEM.**  
 Student Id: **5464654654** Gender: **Male**  
 Last Name:  First Name:   
 Middle Name:  Date Of Birth: **01/01/1999**  
 Race: **0 - UNSPECIFIED**

[← Back](#) [Reset](#) [Save](#) [Delete Student](#)

After saving any new edits, you will receive a confirmation message about the student information.



The screenshot displays a web interface for the Virginia Department of Education. At the top left, it shows "020 - CHARLOTTE CO PBLC SCHS" and "Current School Year: 2004". The Virginia Department of Education logo is on the top right, with the text "Logged in as: Joyce Martin" below it. A blue horizontal bar in the center contains the text "Student Information". Below this bar, a green message states "The Student Info has been saved Successfully". At the bottom center, there is a blue button with a left-pointing arrow and the text "Back".

## 9. Procedure for Entering an Incident from Another Division or School

**Note:** The student's enrolled school will record all incidents regardless of where the incident occurred.

- The enrolled school or enrolled division records the incident data.
- Click **Add Incident** link.
- Type the incident code and date.
- Open the drop menu for the **Incident Division** and highlight the division name.
- Open the drop menu for the corresponding **Incident School**.
- Select the appropriate offense codes.
- If the offense codes require a victim count, non-firearm confiscated or firearm confiscated, fill in the appropriate boxes.
- Select what time the incident took place.
- Click **Add/Select Student**.
- Either add a new student or search for a student.

## 10. Procedure for Searching for an Incident

- Click the **Search/Edit/Delete Incident** link.
- Click the **Search** button (All incidents will appear or if no information is present, the screen will state “No Data Available.”)
- If data are available, click **Edit Image**. (Data associated with the incident will appear except for the student information.)
- Click **Add/Select Student** to find all students linked to that specific incident. (Note: It is possible to have an incident with no students linked to it.)
- Click **Edit Image** to view the student information within the incident, if desired.
- To edit the student information, click the **Search/Edit/Delete Student** link.

## 11. Procedure for Editing or Searching for a Specific Student

- Click the **Search/Edit/Delete Student** link
- Select the enrolled school.
- Click **Search**. (All students within the database will come up.)
- Click **Edit Image** of the specific student to be edited.
- Make all edits desired and click **Save**.
- To delete the student from the database, first delete the student linked to the incident. Second, delete the incidents linked to that specific student before deleting the student.

## 12. Procedure for Deleting a Student Linked to an Incident

**NOTE: Before you delete an incident, the student linked to that incident must be deleted.**

- Click **Search/Edit/Delete Incident**.
- Type in the incident number or click **Search**.
- Click the **Edit Image** of the specific incident.
- If a student is linked to that incident, go to the **Search/Edit/Delete Student** link to delete the student.
- Click **Add or Search Student**.
- Click **Delete Image** that appears with the student ID. This will delete the student from the incident but not from the student database.
- Click the **Search/Edit/Delete Incident** link.
- Search for the incident or type in the incident number.
- Click **Delete Image**.



### 13. Procedure for Deleting a Student from an Incident with Multiple Student Offenders

**(NOTE: All screen shots displayed are with false data)**

**Step 13.1:** Go to the **Search/Edit/Delete/Incident Link** and click **Search**.

020 - CHARLOTTE CO PBLG SCHS  
Current School Year: 2005

Virginia Department of Education  
Logged in as: Joyce Martin

**Search Incident**

Please enter the search criteria to search for incidents or to view all incidents within the database and reported by this division. Click on the "Search" button to search for incidents.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division:  Incident School:

Student Id:  Student Last Name:

**Step 13.2:** Click **Edit Image** opposite the incident code desired.

SSWS Home  
User Manual  
Change Division  
Discipline Home  
Add Incident  
Search/Edit/Delete Incident  
Search/Edit/Delete Student  
Completed Data Entry  
Verification Report  
Submit Data  
Status Tracking

Logged in as: Joyce Martin

**Search Incident**

Please enter the search criteria to search for incidents or to view all incidents within the database and reported by this division. Click on the "Search" button to search for incidents.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division:  Incident School:

Student Id:  Student Last Name:

Please click edit image to modify or view the corresponding incident. Click delete image to delete the specific incident.

Total Number of Incidents matching the search criteria: 22

Rep. Div.	Incident Code	Inc. Date	Inc. Div.	Inc. Sch.	Off. 1	Off. 2	Off. 3	Off. 4	Off. 5	Edit	Delete
70	74343431	09/07/2005	72	232	BA2						
70	h1h1h1j	09/06/2005	70	680	FA2	THF03					
70	pjpjpjpjp	09/07/2005	70	80	AL1						
70	Incident1aa	09/08/2005	70	80	AL1						
70	se01	09/06/2005	70	680	THF03	FA2					

Step 13.3: Click **Add/Select Student**.

Logged in as: **Joyce Martin**

### Edit Incident

Please review and make changes if any to the Incident. Click the "Add/Select Student" button to view a list of students linked to the incident.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division:

Incident School:

Offense Code 1:

---

Firearm Weapon Count:  Non Firearm Weapon Count:  Victim Count:

When did the incident take place:

Was the incident reported to Law Enforcement:

Step 13.4: Click **Edit Image** opposite the student to be deleted from the incident.





Logged in as: **Joyce Martin**

### Edit/Add Student Linked to Incident

Inc. Code:  Inc. Division:  School:

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 2

Student Id	Enrolled School	Edit	Delete
44465464	80 - WOOLWINE ELEM.		
hkhkj4646	80 - WOOLWINE ELEM.		

**Step 13.5:** Click **Delete Image** opposite the highlighted student that gives you a message regarding the student.

Logged in as: **Joyce Martin**

**Edit/Add Student Linked to Incident**

Inc. Code: **HR003** Inc. Division: **070 - PATRICK CO PBLC SCHS** School: **350 - HARDIN REYNOLDS ELEM. - 893**

Click on the "Save" image to save your changes for the selected student or click on the "Back" button to return to the search results screen. This screen will only allow you to modify offenses that you have pre-selected. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 1

Student Id	Enrolled School	Edit	Delete
5464654654	350 - HARDIN REYNOLDS ELEM.		

Student: **5464654654** School: **350 - HARDIN REYNOLDS ELEM.**

DOB: 01/01/1999 Gender: M Race: UNSPECIFIED

Grade: **04 - Grade 4**

Disability Code: **Select Disability Code**

Primary Offense: **OT1** Offense 2: **COM01** Offense 3: **ATO01**

Final Sanction Code: **2 - SHORT-TERM SUSPENSION (OUT OF SCHOOL)** Days Suspended/Expelled: **2**

Alternate Placement: Yes: ☐ No: ☒ Permanent Expulsion LEP Student Flag: Yes: ☐ No: ☒

**Step 13.6:** The student will be deleted from the incident with a successful message.

Logged in as: **Joyce Martin**

**Edit/Add Student Linked to Incident**

Inc. Code: **pjppjpjpp** Inc. Division: **070 - PATRICK CO PBLC SCHS** School: **80 - WOOLWINE ELEM.**

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

**Student "44465464" has been successfully deleted from the incident.**

Total Students found in the Incident = 1

Student Id	Enrolled School	Edit	Delete
hkhkj4646	80 - WOOLWINE ELEM.		

## 14. Procedure for Linking The Student Data to the Incident Data

**Step 14.1:** After opening the welcome page, click the **Search/Edit/Delete Incident**.

Logged in as: **Joyce Martin**

**Discipline, Crime and Violence Home**

**Welcome to the Discipline, Crime and Violence Reporting System**

[SSWS Home](#)  
[User Manual](#)  
[Change Division](#)  
[Discipline Home](#)  
[Add Incident](#)  
[Search/Edit/Delete Incident](#)  
[Search/Edit/Delete Student](#)  
[Verification Report](#)  
[Submit Data](#)  
[Status Tracking](#)

**Step 14.2:** At this screen the user may search for an incident in two ways: (A) by a specific incident if the incident number is known, or (B) by searching all possible incidents.

Logged in as: **Joyce Martin**

**Search Incident**

Please enter the search criteria to search for incidents or to view all incidents within the database and reported by this division. Click on the "Search" button to search for incidents.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division:

Incident School:

Student Id:  Student Last Name:

**Step 14.2 A:** After entering a specific Incident Code in the blank Incident Code box, and clicking on the **Search** button, the following screen will appear. The user will click on the **Edit Image** opposite the incident. The Edit Incident screen (see step 14.3) will appear with the completed incident data filled in.

Logged in as: **Joyce Martin**

### Search Incident

Please enter the search criteria to search for incidents or to view all incidents within the database and reported by this division. Click on the "Search" button to search for incidents.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division:

Incident School:

Student Id:  Student Last Name:

[Back](#) [Reset](#) [Search](#)

Please click edit image to modify or view the corresponding incident. Click delete image to delete the specific incident.

Total Number of Incidents matching the search criteria: 1

Rep. Div.	Incident Code	Inc. Date	Inc. Div.	Inc. Sch.	Off. 1	Off. 2	Off. 3	Off. 4	Off. 5	Edit	Delete
70	HR003	10/08/2005	70	350	OT1	ATO01	COM01				

**Step 14.2 B** –To Search for all existing incidents, click on the search button and the following screen will appear. The user will click on the **Edit Image** opposite the incident. The Edit Incident screen (see step 14.3) will appear with the completed incident data filled in.

Logged in as: **Joyce Martin**

### Search Incident

Please enter the search criteria to search for incidents or to view all incidents within the database and reported by this division. Click on the "Search" button to search for incidents.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division:

Incident School:

Student Id:  Student Last Name:

[Back](#) [Reset](#) [Search](#)

Please click edit image to modify or view the corresponding incident. Click delete image to delete the specific incident.

Total Number of Incidents matching the search criteria: 32

Rep. Div.	Incident Code	Inc. Date	Inc. Div.	Inc. Sch.	Off. 1	Off. 2	Off. 3	Off. 4	Off. 5	Edit	Delete
70	HR003	10/08/2005	70	350	OT1	ATO01	COM01				
70	HR012	11/01/2005	70	350	OT1						
70	HR013	11/02/2005	70	350	OT1						
70	PS004	11/21/2005	70	680	OT1						

**Step 14.3:** The **Edit Incident** screen will appear with the completed incident data filled in. The user needs to select the **Add/Select Student** button.

Logged in as: **Joyce Martin**

### Edit Incident

Please review and make changes if any to the Incident. Click the "Add/Select Student" button to view a list of students linked to the incident.

Incident Code:  Incident Date (MM/DD/YYYY):

Incident Division:

Incident School:

Offense Code 1:  Offense Code 2:  Offense Code 3:

---

Firearm Weapon Count:  Non Firearm Weapon Count:  Victim Count:

When did the incident take place:

Was the incident reported to Law Enforcement:

**Step 14.4A:** If no student data is found when the user selected the **Add Student Incident** button in Step 3, the following **Edit/Add Student Linked to Incident** screen will appear. To continue, click the **Add Student Incident** button

Logged in as: **Joyce Martin**

### Edit/Add Student Linked to Incident

Inc. Code: **HR003** Inc. Division: **070 - PATRICK CO PBLC SCHS** School: **350 - HARDIN REYNOLDS ELEM. - 893**

**NO DATA FOUND**

**Step 14.4 B:** If student data is found when the user selected the **Add Student Incident** button in Step 3, the following **Edit/Add Student Linked to Incident** screen will appear. To continue click on the **Edit Image** opposite the student desired.



Logged in as: **Joyce Martin**

### Edit/Add Student Linked to Incident

Inc. Code: **HR003** Inc. Division: **070 - PATRICK CO PBLC SCHS** School: **350 - HARDIN REYNOLDS ELEM. - 893**

Please click on the "Edit" image to modify the student offenses for the corresponding student. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 1

Student Id	Enrolled School	Edit	Delete
5464654654	350 - HARDIN REYNOLDS ELEM.		

[Back](#)
[Add Student to Incident](#)

**Step 14.5 A:** To add a student to the **Edit/Add Student Linked to Incident** screen, click on the **Add Student to Incident** button.



Logged in as: **Joyce Martin**

### Edit/Add Student Linked to Incident

Inc. Code: **HR003** Inc. Division: **070 - PATRICK CO PBLC SCHS** School: **350 - HARDIN REYNOLDS ELEM. - 893**

Click on the "Save" image to save your changes for the selected student or click on the "Back" button to return to the search results screen. This screen will only allow you to modify offenses that you have pre-selected. Click on the "Delete" image to remove the student from the incident. (Please note that this will only remove the student from the incident, and not from the student record. If you desire to modify the student record, please go through the "Search/Edit/Delete Student" Link on the left navigation bar).

Total Students found in the Incident = 1

Student Id	Enrolled School	Edit	Delete
5464654654	350 - HARDIN REYNOLDS ELEM.		

Student: **5464654654** School: **350 - HARDIN REYNOLDS ELEM.**

DOB: 01/01/1999 Gender: M Race: UNSPECIFIED

Grade: **04 - Grade 4**

Disability Code: **Select Disability Code**

Primary Offense: **OT1** Offense 2: **COM01** Offense 3: **ATO01**

Final Sanction Code: **2 - SHORT-TERM SUSPENSION (OUT OF SCHOOL)** Days Suspended/Expelled: **2**

Alternate Placement: **Permanent Expulsion LEP Student Flag**

Yes: ☐ No: ☒ Yes: ☐ No: ☒ Yes: ☐ No: ☒

[Back](#)
[Reset](#)
[Add Student to Incident](#)
[Save](#)

**Step 14.5 B:** Select the Enrolled school on the **Select/Add Student** screen, and click the **Add New Student** Button.

**Step 14.6 A:** If the user is entering a student that cannot be found in the existing database the user must enter the student information data for the specific student being added to the Incident. Click the **Add Offense Info** button.



**Step 14.6 B:** If the user is searching for an existing student, the student data is displayed on the **Select/Add Student** screen. The user will click on the **Select** button opposite the student data.

Logged in as: **Joyce Martin**

### Select/Add Student

Please select an enrolled school for the specific incident. Click "Search" button to search and add a student or Click "Add New Student" button to enter a new student.

Inc. Code: **HR003** Inc. Division: **070 - PATRICK CO PBLC SCHS** School: **350 - HARDIN REYNOLDS ELEM. - 893**

**Student Type:** Student: ☒ Non Student: ☐ Unknown: ☐

Enrolled Division: **070 - PATRICK CO PBLC SCHS**

Enrolled School: **80 - WOOLWINE ELEM.**

Student Id:  Last Name:

**Total Records found = 5**

Student Id	Date of Birth	Gender	Race	Select
44646546	02/02/1998	M	0 - UNSPECIFIED	<input type="button" value="Select"/>
446464654	11/11/1998	F	0 - UNSPECIFIED	<input type="button" value="Select"/>

**Step 14.7:** The final link is to add the offense data on the **Add Offense** screen to the student and incident. The user must fill in the offense data and click the **Next** button.

Logged in as: **Joyce Martin**

### Add Offense

Inc. Code: **HR003** Inc. Division: **070 - PATRICK CO PBLC SCHS** School: **350 - HARDIN REYNOLDS ELEM. - 893**

Student: **44646546** Enrolled School: **80**

Please select the offenses for the student involved in the incident.

Primary Offense:

Offense Code 2:

Offense Code 3:

Final Sanction Code:

Days Suspended/Expelled:

Disability Code:

Grade:

Alternative Placement: Yes: ☐ No: ☒

Permanent Expulsion: Yes: ☐ No: ☒

Lep Student Flag: Yes: ☐ No: ☒

**Step 14.8:** In order to complete the incident record, the user MUST click the **Finish** button on the **Complete Add Incident** screen so that the three units (incident, student, offense) will be saved as one record.

070 - PATRICK CO PBLC SCHS

Current School Year: 2005

Virginia Department of Education

Logged in as: Joyce Martin

**Complete Add Incident**

Inc. Code: **HR003** Inc. Division: **070 - PATRICK CO PBLC SCHS** School: **350 - HARDIN REYNOLDS ELEM. - 893**

Student: **5464654654**

You have successfully added the above student to the Incident "HR003". You may add another student or click "Finish" to complete adding the students to the Incident. If you need to edit an incident or student offenses, please use Search/Edit Incident link on the navigation bar to your left.

[Add Another Student](#) [Finish](#)

LIST OF STUDENTS ADDED TO THIS INCIDENT	
Total Students in the Incident = 1	
Student	Enrolled School
1. 5464654654	350 - HARDIN REYNOLDS ELEM.

## D. School Reporting Link

The school reporting link in the Web submission method will allow each school within a division to see its data in a spreadsheet layout. This can be a helpful tool to evaluate the “correctness” of the data.

14-OCT-04 11:38 AM		Virginia Department of Education Office of Educational Information Management 2004 - 2005 School Level Discipline / Crime and Violence Data												Page 1 of 1			
023-CRAIG CO PBLC SCHS 0011-CRAIG COUNTY HIGH		FC-Firearms confiscated    NFC-Non firearms confiscated    G-Gender Gr-Grade    Sanc-Sanction    Days-Number of days suspended															
Student	G.	Gr.	DOB	Race	Disability	Inc. Code	Inc. Date	NFC	FC	Victim	Off1	Off2	Off3	Sanc.	Days	Incident Division	Incident School

## E. Division File Submission Method

### Basic Process to follow for file Submission Method

This method will only be done at the division level. No school will be submitting a file of data. This method will involve creating a tab-delimited file with a header, Record A, and a record count at the end of the file. This method may be used as an ongoing process of submission up to the final due date. For 2006-07 data, the due date is July 31, 2007. A tab-delimited file may be submitted every month or every nine weeks. At the very least the file should be submitted every semester. This will allow for checks and balances of all data. All information is entered in the division's data collection system and all information is corrected in the division's data collection system. In order for data to be evaluated for errors, each school may be given a user logon and password by the division account manager for the VDOE SSWS system. After the tab delimited file has been submitted by a designated division person and is successful, the schools may be notified and check their individual school's data for accuracy. If any edits are necessary, they **MUST** be made in the division's data collection system NOT VDOE's web application. This process may be done every nine weeks or monthly.

### Procedure for Submitting File

- File must be in tab-delimited format.
- Log on to the SSWS and go to Student Discipline at the division level.
- Select the correct year

Discipline, Crime and Violence Home

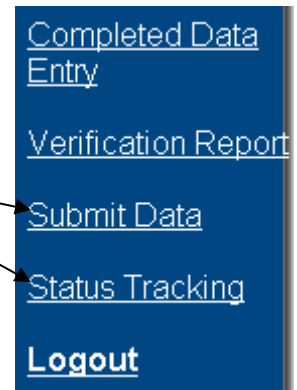
## Welcome to the Discipline, Crime and Violence Reporting System

Please Enter the School Year you want to work with. This will be constant through out the application. You can navigate through the application using the links on the left navigation bar.

School Year:

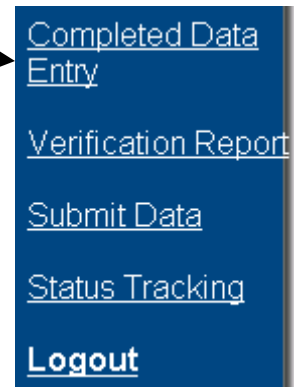
*Note: All previous years Data are in read only mode.*

- Click the **Submit Data** link.
- Browse for the file and click **Submit**.
- If the file passes this phase, click the **Status Tracking** link.
- If there are any edit check errors, they must be corrected.
- When the file reads “Successful” or “Warnings-Successful,” the individual schools will be able to do (1) generate a verification report to check for errors or (2) go to the **Completed Data Entry** link to finalize the report.



SMF File Type	Upload Status	File Upload Date
DISCIPLN	<a href="#">Warnings - Successful</a>	08/19/2004 01:47 PM
DISCIPLN	Failed	08/19/2004 01:29 PM
DISCIPLN	Failed	08/19/2004 01:22 PM
DISCIPLN	Successful	09/08/2003 09:06 AM
DISCIPLN	Failed	09/04/2003 01:27 PM

- The user may click on the “[Successful](#),” or “[Warnings – Successful](#)” which is a link to access the **Completed Data Entry** form. After the form is completed by answering the questions that appear, click **Save**.
- If a new set of errors is generated upon the completion of the **Completed Data Entry** form, theses must be edited before the verification signature page can be generated. After the data has been verified and corrected, the **Completed Data Entry** form must be answered again before the verification report with the signature page can be generated.



## Procedure for Editing Submitted Data

At the division level, a verification report may be generated at any time by going to the link [Verification Report](#). This report will appear without a signature page. It may be generated after each submission (i.e. every nine weeks) to check for errors. Any modifications must be made in the division's data collection system. When resubmitting the data, the new file will overwrite the previous file.

October 27 2004 11:28 AM

Virginia Department of Education  
Office of Educational Information Management  
2004 - 2005 Discipline / Crime and Violence Verification

Page 1 of 10

TO: Claudia S. Bates  
20 - CHARLOTTE CO PBLC SCHS  
Phone: (434) 542-5123  
Fax: (434) 542-4936

FROM: Discipline, Crime and Violence  
Reporting Team  
Phone: (804) 225-2986  
Fax: (804) 371-8978

SUBJECT: Verification Report - Student Discipline 2004 - 2005

Please review the attached reports for accuracy. This report represent summaries of the Discipline, Crime and Violence data submission at this time.

Prior to printing a Final Verification Report for the Superintendent's signature, you should go to the "Completed Data Entry" screen and verify that you have entered data for 1st semester, 2nd semester, summer school and centers if applicable.

Thank you.

## Procedure for Final Submission of Data

Final submission of data will involve an entire year of data and based on the start date that is given by your division in the Web School and Staff Application. The data includes the entire school year, and all Regional Center data. When all data have been completed, the steward of the data will go to the link [Completed Data Entry](#) and complete the questions. If all information is complete and the questions are answered with yes or NA appropriately, click the [Save](#) button. This will notify the division that a final verification report with the signature page will be generated and the window will be locked.

SSWS Home

Discipline Home

Add Incident

Search/Edit/Delete Incident

Search/Edit/Delete Student

Completed Data Entry

Verification Report

Submit Data

**Completed Data Entry**

Please answer the following questions to complete your data entry through the DCV web application. You will be able to sign off the verification report only if none of the answers below is a "No".

1. Have you entered Data for first semester? Yes ☐ No ☒
2. Have you entered Data for second semester? Yes ☐ No ☒
3. Have you entered Summer School Data? Yes ☐ No ☒ NA ☐
4. Have you entered Data for regional and divisional centers? Yes ☐ No ☒ NA ☐

[Back](#) [Save](#)

# Reference Section

## **Protocols for Submission and Resubmission of Discipline, Crime, and Violence Data**

These guidelines are designed to provide consistency and accuracy in the submission and resubmission of data for the Discipline, Crime, and Violence Report. They are to be used only by those school divisions who feel that their data has been mistakenly entered, or if a database error has occurred.

### **Protocol for Submission**

- The Web submission process will begin August 1, 2006.
- If an extension is necessary, the division must contact VDOE before the window of submission closes.
- The closing date for Web submission will be **July 31, 2007**.
- The division may submit data as many times as necessary, as long as the Web site is still open and the verification report has NOT been signed by the division superintendent.
- Upon successful receipt of the data by VDOE, the local school division can generate and print a verification report.
- Each division has a window of five (5) business days to revise and resubmit their data before signing and faxing the verification report to VDOE.
- The “Safety Information Verification for Persistently Dangerous Schools” page may generate an “Alert” indicating that a school will be cautioned. If this “Alert” appears, a second signature will be necessary.
- The division must fax the signed verification page(s) to VDOE by **September 30, 2007**.
- Upon receipt of the signed verification report by VDOE, the school division’s submitted information is final.

## **Protocol for Resubmission After VDOE Has Contacted the Division Concerning Questionable Data**

- If the Web site has closed and the verification report has been signed and submitted, the following procedure must be followed:
  - The division superintendent must e-mail or fax the Assistant Superintendent of Special Education and Special Services at VDOE stating the changes to be made and the reason(s) for the changes.
  - The division superintendent must make a phone call or send an e-mail to the Data Administration Specialist for the Discipline, Crime, and Violence Report providing a detailed summary of intended changes and requesting that the Web site be opened.
  - Please note that the resubmission must be in the same electronic data format as the original submission.
  - After the Web submission is successful, the school division must regenerate a new verification report, have it signed by the division superintendent, and fax it to VDOE.

## **Protocol for Resubmission of Final Data Less Than One Year Old Initiated by LEA**

- If the Web site has closed but the verification report has not been signed, the division may send an e-mail request for an extension.
- If the Web site has closed and the verification report has been signed and submitted, the following procedure must be followed if the final information is less than one year old.
  - The division superintendent must e-mail or fax the Superintendent of Public Instruction requesting a resubmission of data and stating the changes to be made and the reason(s) for the changes.
  - Upon approval of a resubmission by the Superintendent of Public Instruction, the division must phone the Data Administration Specialist for the Discipline, Crime, and Violence Report to provide a detailed summary of intended changes and to request that the Web site be opened.
  - Please note that the resubmission must be in the same electronic data format as the original submission.
  - After the Web submission is successful, the division must regenerate a new verification report, have it signed by the division superintendent, and fax it to VDOE.



# Protocol for Automatic Caution Offenses

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF EDUCATION  
P.O. BOX 2120  
RICHMOND, VIRGINIA 23218-2120

SUPTS. MEMO NO. 51  
September 24, 2004

## ADMINISTRATIVE

TO: Division Superintendents

FROM: Jo Lynne DeMary  
Superintendent of Public Instruction

SUBJECT: Persistently Dangerous Schools: Notification Procedure for Category I Incidents

The federal *No Child Left Behind Act of 2001 (NCLB)*, Title IX, Section 9532, requires each state receiving funds under the act to establish and implement a statewide Unsafe School Choice Option Policy. Specifically, the requirement states:

### SEC. 9532. UNSAFE SCHOOL CHOICE OPTION

*(a) UNSAFE SCHOOL CHOICE POLICY- Each state receiving funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.*

The purpose of this memo is to provide information about a revised reporting process to be followed related to the identification of persistently dangerous schools required by *NCLB*. On April 29, 2003, the State Board of Education approved the *Process and Criteria for Identification of Persistently Dangerous Schools*. This information was provided to school divisions under SUPTS. MEMO NO. 86, May 9, 2003.

The approved plan establishes three categories of offenses and assigns either an absolute threshold or point value to each category. Schools accumulate points when these incidents occur. Each school has a point threshold for Category II and III offenses that when exceeded, places the school in either a “cautioned,” “probationary,” or “persistently dangerous” status. For Category I offenses, no points are assigned. A minimum of one incident in this category per school year, regardless of school size, exceeds the threshold for that year.

Category I incidents include homicide, sexual assault offenses, and the use of a bomb or explosive device. Category II incidents include assault with a firearm or other weapon, malicious wounding without a weapon, actual and attempted robbery, aggravated sexual battery, and kidnapping/abduction. Category III incidents include illegal possession of controlled drugs and substances with intent to sell or distribute and illegal possession of a handgun, rifle/shotgun, projectile weapon, bomb or other firearms.

Discipline, crime, and violence data are reported to the Department of Education at the conclusion of the school year. For example, the 2003-04 school year data are required to be reported no later than September 2004 (Reference SUPTS. MEMO NO. 58, October 24, 2003). Consequently, reporting this information is always a year behind the current school year. Because of this time delay in reporting, there is a new process for school divisions to report any Category I offenses when they occur in order to immediately identify a school when it becomes “cautioned,” “on probation,” or “persistently dangerous” because of the incident.

Category I offenses are to be reported within 10 working days to the Department of Education after occurrence. The reports may be made from the department’s Discipline, Crime, and Violence reporting Web site at

<http://www.pen.k12.va.us/VDOE/Publications/Discipline/datacoll/2003-2004/03coll.html>

This Web page will provide the link to the notification form that will be completed by the school division within 10 days after a Category I offense occurs. A copy of the form is included as Attachment A.

The division superintendent will be notified by the State Superintendent of Public Instruction that an identified school within the division will receive a written notification of its status for a period of one year from the date of the incident. In keeping with the procedures originally outlined in SUPTS. MEMO NO. 86, the school must develop or review its corrective action plan (CAP) to increase safety in the school environment and to reduce the number of incidents. The plan also must include the periodic review of school crime and violence data through the year by school officials. The CAP will be due to the Department of Education within 20 working days from the date of the original incident.

The reporting process will still include the discipline, crime, and violence reports that are sent to the Department of Education. The new procedure does not change the reporting process that takes place at the end of the school year.

Questions regarding the submission of this report may be directed by e-mail to: [discipln@pen.k12.va.us](mailto:discipln@pen.k12.va.us) or to Joyce Martin at 804-225-2966.

JLD/AJC/jjm  
Attachment

Commonwealth of Virginia  
Department of Education  
P.O Box 2120  
Richmond, VA 23218

**Automatic Caution Notification Form**

Note: This form provides an official notification to the Department of Education that a Category I “Automatic Caution” incident has occurred.

**Division Name** \_\_\_\_\_ **Division No.** \_\_\_\_\_

**Incident School Name** \_\_\_\_\_ **Incident School No.** \_\_\_\_\_

**Date of Incident** \_\_\_\_\_ **Incident No.** \_\_\_\_\_

Student ID	Offense Code Violated	Sanction	Days
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
**Signature of Superintendent**

\_\_\_\_\_  
**Date**

**Fax to 804-786-9769**  
Within 10 days of a Category I Incident

# Glossary of Discipline, Crime, and Violence

## Data Reporting Terms

NOTE: The following terms used in DCV data collection and reporting are divided into the categories to which they are related: DCV Reporting, DCV Data Elements, DCV Edit Checks, and DCV General Terms.


<b>GLOSSARY</b>	
<b><u>DCV Reporting Terms</u></b>	
<b>Incident</b>	An incident is the event itself (such as a fight) that may involve one or more student offenses.
<b>Offense</b>	The offense is the behavior exhibited by the student or students involved in the incident (such as assault/battery without a weapon). Up to three offenses per incident may be used. The first offense listed is considered the primary offense.
<b>One Incident, One Report</b>	One incident may involve one student or more than one student. Do not create a new incident number for each student. Use the same incident number for each student involved in the same incident.
<b>One Incident, Several Offenses</b>	If more than one offense is part of a single incident, report both the single incident and multiple offenses.
<b>Incident-Based Reporting</b>	All data collected shall reflect <u>incident-based reporting</u> . For example, a fight is a single incident that will involve several students and several offenses. Assign the incident number when the incident occurs, not during the database extraction stage.
<b>Incidents at Off-Campus, School-Sponsored Events</b>	When a student is involved in an incident occurring off-campus at a school-sponsored event, report that incident. The student may be either a perpetrator or a victim. The student's enrolled school or enrolled division is responsible for reporting the incident using the incident school and incident division number to refer to where the incident occurred. If the incident occurred on non-school property, the enrolled school would become the incident school.
<b>Incidents on School Grounds 365 days/24 hours/7 days a week</b>	Report all incidents occurring on school grounds 365 days year/24 hours a day. This includes all public school property serving students in any or all grades, PK-12. Report incidents whether or not the offender is an enrolled student. Any incident occurring after school hours and not at a school-sponsored event will not count against the incident school towards persistently dangerous threshold points.
<b>Incidents in Division or Regional Centers/Programs</b>	Report all incidents occurring in alternative education settings (whether a school, center, or other), Governor's School, special education or a career/technical school/center. The student's home school (the enrolled school) is responsible for reporting the incident. If a regional center has an incident, the "incident division" number would be the regional center number. The "incident school" number would be the school number for the regional center. See Reference Table VIII. Regional Centers Codes.


<b>GLOSSARY</b>	
<b>Incidents on School Transportation</b>	Report all incidents occurring on any school transportation, including bus transportation to and from school and other transportation that may be used to and from school-sponsored events.
<b>Incidents Resulting in a Sanction “99”</b>	Report these incidents requiring a required code regardless of sanction. See Reference Table I, Part A: Major Required Offense Codes.
<b>Incidents Resulting in Suspension or Expulsion</b>	Report all incidents requiring an optional code if the sanction results in a suspension or expulsion. See Reference Table I, Part B: Minor Required Offense Codes.
<b>Time Period</b>	Collect DCV data for a 365-day period beginning with June 20, 2006 and ending June 19, 2007.
<b>Primary Offense</b>	The most important offense responsible for the students’ receiving disciplinary sanctions should be listed as Offense Code 1.
<b>Shared Incident Codes</b>	Report an incident involving several students from different enrolled schools with one incident code. This code must be shared between schools or even divisions. <b>The enrolled school will be the reporting school.</b> The incident school is where the incident happened.
<b>Incidents in Regional Centers/Programs</b>	Report incidents occurring in regional centers/programs to the enrolled school or division. The incident division and incident school will be the regional center/program.
<b>DCV Data Elements</b>	
<b>Record Type</b>	The record type for all records is “B.”
<b>Student Identifier</b>	A unique identifier locally assigned within a school to provide confidential identification of a specific student. Use this student identifier throughout the report even if the student is involved in multiple incidents or transfers from one school to another within the division.
<b>Non-Student Identifier – NS</b>	If the offender is not enrolled in any Virginia public K-12 schools, report the individual as a non-student.
<b>Unknown Identifier UN</b>	If an incident occurs and the offender is not known, indicate an unknown individual.
<b>Enrolled Division Number</b>	Report the state-assigned three-digit division number for the school division where the student is officially enrolled.
<b>Enrolled School Number</b>	Report the state-assigned four-digit school number for the school where the student is officially enrolled. The school where the student is enrolled should report the incident. Schools not listed on the Fall Membership Report will not be accepted.
<b>Incident Division Number</b>	Report the state-assigned three-digit division number for the school division where the incident occurred.
<b>Incident School Number</b>	Report the state-assigned four-digit school number for the school where the incident occurred.
<b>Grade</b>	Report a student’s enrolled grade at the time of the incident according to the codes provided in Reference Table IV: Grade Level Codes.

## GLOSSARY

<b>Disability Code</b>	Identify students with disabilities according to the two-digit number listed in Reference Table V: Disability Codes. 504's are listed and should be reported but are not included in the IDEA reporting.
<b>Student's Date of Birth</b>	Enter the date of birth (up to age of 22) for all students as mm/dd/yyyy. Leave date of birth blank for non-students and unknown offenders.
<b>Racial/Ethnic Code</b>	Report the racial/ethnic category from Reference Table VI: Racial/Ethnic Codes to describe the group to which a student belongs. Use the category that most closely reflects the individual's recognition in the community to report students of mixed racial and/or ethnic origins. The racial/ethnic code is required for all students, but it may be left blank for non-students or unknown offenders.
<b>Gender</b>	Use the gender code of <b>F=female</b> and <b>M=male</b> . Leave blank for non-students and unknown offenders.
<b>Incident Date</b>	Enter the date that the incident occurred as mm/dd/yyyy. The date is required for reporting all incidents.
<b>Incident Code</b>	This is a unique code of not more than ten characters, locally assigned within a school to identify a special incident. Use one code on the report for all students involved in a particular incident. This is one of the key fields linking incident records to student records. If multiple students were involved in a specific incident, all students would be assigned the same incident code. Fighting incidents always involve two or more students. An offense code for fighting will generate multiple records with the same incident code. However, if the same student has more than one offense on different dates, use a different incident code for each incident.
<b>Primary Offense Code-Offense Codes 2 and 3</b>	Report all required offenses listed on Reference Table I, Part A and Part B for which a student is suspended or expelled under local guidelines. For the majority of students, there is only one offense reported (Offense Code 1). Offense Code 1 is considered a primary field that indicates that this offense perpetrated the sanction. There are spaces for two more offense codes (Offense Code 2 and Offense Code 3), if needed.
<b>Number of Firearms Confiscated</b>	Report the number of firearms that are confiscated. If a firearm is confiscated but cannot be linked to a specific student, report the number of firearms for this incident with a student identifier of UN for unknown. Report zero (0) if no firearms are confiscated. If only one firearm is confiscated when there are multiple students involved, the count should be reported for only one of the students.
<b>Number of Non-Firearms Confiscated</b>	Report the number of non-firearm weapons confiscated. If a weapon (non-firearm) is confiscated, but it cannot be linked to a specific student, report the number of non-firearm weapons for this incident with a student identifier of UN for unknown.
<b>Final Division Discipline or Sanction</b>	"Discipline Sanction" defines the total days of discipline assigned to the student for his/her particular offense. Keep in mind that Offense Code 1 is the primary offense. If the student has violated a required code but the sanction is 99, (no days suspended or expelled), this incident is still

## GLOSSARY

	recorded. See Reference Table III: Sanctions/Days Codes.
<b>Number of Days Suspended or Expelled</b>	Report the number of days suspended or expelled for all students in violation of a required offense. The total days must be in direct correlation to the sanction code. See Reference Table III: Sanctions/Days Codes.
<b>Number of Victims</b>	A victim is the recipient of an offensive act that may be criminal in nature and usually relates to personal crimes. Report the number of victims as a result of an incident i.e., (01). List the number of victims on only one student record or distribute among offenders where applicable, if there are multiple victims. Report zeroes (00) if there were no victims. See Reference Table IX: Offense Codes Requiring Victim Counts.
<b>Alternative Placement</b>	An alternative education program may be any program for students not enrolled in the regular school environment, such as students at risk for dropping out, students who have been expelled from their regular classes, or students who are undergoing outpatient treatment for drug use. Place <b>Y</b> for yes or <b>N</b> for no to indicate if the student was placed in an alternative education program as a result of this incident. Do not leave blank.
<b>Expulsion</b>	Expulsion means that a student will not be allowed to return to school for up to 365 days or permanently, as determined by the local policy. Place <b>Y</b> for yes or <b>N</b> for no to indicate whether or not disciplinary action for this student included permanent expulsion. Do not leave blank.
<b>Time Element</b>	This field is necessary so that the time of an incident may be tracked according to whether it occurred during the school day, during a school activity, at a non-school activity, or in transit. See Reference Table VII: Incident Time Element Codes.
<b><u>DCV Edit Check Terms</u></b>	
<b>Alpha/Numeric</b>	Alpha/numeric refers to data that may be entered with either alphabetic letters or numbers or both.
<b>Invalid Date</b>	The date entered is either in the incorrect format or the date does not make sense to the correct year, day, or month.
<b>Invalid Offense Code</b>	The offense code must meet the criteria that have been established for previously entered data. (i.e., A disorderly conduct offense code cannot go with a confiscated weapon entry.)
<b>BA1 and BA3 Offense Codes</b>	Battery BA1 and BA3 with a weapon must also have a weapon offense code (i.e., WP5).
<b>Invalid Final Sanction</b>	The sanction chosen does not correspond with total days chosen as a match for both sanction and day. (i. e., Sanction 2 = 1—10 days).
<b>Duplicate Incident with Different Incident Dates</b>	When using the same incident code, the same date of the incident must apply to each time the incident code is used with a different student.
<b>Duplicate Offense Code</b> 	Duplicate offense codes can only be generated if the required three digit codes are used more than once within the same category as different offenses. Now that all subcategories have been changed to three digit codes no duplication will occur if the three digit subcategories are used like

<b>GLOSSARY</b>	
	separate codes. This will not give you a data error
<b>Reporting to Law Enforcement</b> 	When reporting to law enforcement, the “Y” applies to the incident not the student. All students within one incident must be either “Y” or “N”; these cannot be mixed.
<b>Same Student ID with Different Race</b>	The same student is listed with different incidents; however, the race assigned to the student changes. Once the category is established, it must remain.
<b>Same Student ID with Different Grades</b>	The same student is listed with different incidents; however, the grade assigned to the student changes. Once the category is established, it must remain.
<b>Same Student ID with Different Date of Birth</b>	The same student is listed with different incidents; however, the date of birth assigned to the student changes. Once the category is established, it must remain.
<b>Same Student ID with Different Disability</b>	The same student is listed with different incidents; however, the disability assigned to the student changes. Once the category is established, it must remain.
<b>Same Student ID with Different Gender</b>	The same student is listed with different incidents; however, the gender assigned to the student changes. Once the category is established, it must remain.
<b><u>DCV General Terms</u></b>	
<b>Regional Center/Program</b>	A regional center/program is a non-graded center or program that serves more than one division.
<b>Tab-Delimited</b>	This is a text file that is created in a specified layout that can be read by Oracle
<b>Oracle</b>	The type of database that is used by VDOE to store data.
<b>Field</b>	A field is a category of data.
<b>Record</b>	One record is one line of data.
<b>Data Collection System</b>	The system that is used by the division to collect their data.



# Sample Discipline Data Form 2006-07

Date \_\_\_\_\_ Student Number \_\_\_\_\_ Incident Number \_\_\_\_\_ Grade \_\_\_\_\_ Referred By \_\_\_\_\_

Student Name \_\_\_\_\_ DOB \_\_\_\_\_ Enrolled Div. No. \_\_\_\_\_ Enrolled School No. \_\_\_\_\_ Off. Date \_\_\_\_\_

Last First

Incident Div. No. \_\_\_\_\_ Incident School No. \_\_\_\_\_ Parent Contacted (Telephone/Time) \_\_\_\_\_ Location of Infraction \_\_\_\_\_

Offense Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sanction	<input type="checkbox"/>	Days	<input type="checkbox"/>	LEP	<input type="checkbox"/>	Race	<input type="checkbox"/>
	Primary	Off. 2	Off. 3	Firearm	<input type="checkbox"/>	Non Firearm	<input type="checkbox"/>	Law Enf.	<input type="checkbox"/>	Victim	<input type="checkbox"/>

Special Edu. ☐

Time ☐

Special Education Codes: 01-MR; 02-SD; 03-MD; 04-OI; 05-VI; 06-HI; 07-SLD; 08-ED; 09-SLI; 10-OHI; 12-DB; 13-Aut; 14-TBI; 15-504; 16-DD

Time Elements: 01-During school day; 02-School sponsored event; 03-Non-school sponsored event; 04-In Transit

Highlighted areas are for required codes with suspensions or expulsions only

## Alcohol

AL1. or AC1. Alcohol Use  
AL1. or AC2. Alcohol Possession  
AL1. or AC3. Alcohol Sale or Distribution

## Arson/Actual/Attempted

AR1. or AS1. Arson Actual  
AR1. or AS2. Arson Attempted  
AR1. or AS3. Lighted Firecrackers/ Cherry Bombs/ Stink Bombs/ Contribute to a Damaging Fire

## Assault/Battery

\*BA1. Assault/Battery/Firearm or Other Weapon/Staff  
BA2. Assault/Battery/No Weapon/Staff  
\*BA3. Assault/Battery/Firearm or Other Weapon/Student  
BA4. Assault/Battery/No Weapon/Student  
\*BA5. Maliciously Wounding without Weapon

## Attendance

A1T. Attendance - Violations of State, School Division or School Policy relating to attendance

## Bomb Threat/Terrorist/

## Chemical/Biological

BB1. Bomb Threat

## Breaking and Entering

## Burglary

BR1. or BK1. Burglary/Actual  
BR1. or BK2. Burglary/Attempted

## Bullying

BU1. Bullying or  
HR1. Harassment

## Disorderly Conduct/Substantial

## Disruptive Behavior

DC1. or DO3. Disruptive Demonstrations  
DC1. or DO7. Setting Off False Fire Alarm

## Disorderly Conduct

D1C. Disrespect/Walking Away  
D2C. Defiance/Refuses Request  
D4C. Possession of Obscene/Disruptive Literature  
D5C. Classroom/Campus Disruption  
D6C. Obscene/Inappropriate Language/Gestures  
D8C. Minor Insubordination Drug Violations  
D5G. Over the Counter Med/Possession

## Drug Violations

D4G. Over the counter Med/Use  
D5G. Over the Counter Med/Possession

## Drug Violations Cont'd

D6G. Over the Counter Med Sale/Distribution  
DR1. or DG7. Marijuana Use  
DR1. or DG8. Marijuana Possession  
DR1. or DG1. Schedule I & II Use  
DR1. or DG2. Schedule I & II Poss.  
\*DR4. or DG3. Schedule I & II Sale/Distribution  
\*DR4. or DG9. Marijuana Sale/Distribution  
DR5. or D10. Other Drug Use/Overdose  
DR5. or D11. Other Drug Possession/ Paraphernalia Possession  
DR5. or D12. Other Drug Sale/Distribution  
DR2. or D15. Possession of Inhalants  
DR2. or D16. Use of Inhalants  
DR2. or D17. Substances Represented as Drugs (Look-alikes)  
\*DR4. or D19. Anabolic Steroid Sale/Dist.  
DR1. or D20. Anabolic Steroid Use and Poss.  
DR3. Theft or Attempted Theft of Prescription Medication

## Electronic

## Devices/Inappropriate Use

C1M. Beepers  
C2M. Cellular Telephones  
C3M. Other Electronic Devices

## Extortion

EX1. or ET1. Extortion  
EX1. or ET2. Attempted Extortion

## Fighting/Conflict

FA1. Fighting/Serious Injury/Mutual Participation  
FA2. Fighting/No or Minor Injury/Mutual Participation  
F1T. Altercation/Confrontation/No Injury

## Gambling

G1B. Gambling

## Gang Activity

GA1. Gang Activity

## Hazing

H1Z. Hazing

## Homicide

\*HO1. Homicide vs. Staff/Firearm  
\*HO2. Homicide vs. Student/Firearm  
\*HO3. Homicide vs. Staff/Other Weapon  
\*HO4. Homicide vs. Student/Other Weapon

## Inciting a Riot

RT1. or RG1. Inciting a Riot  
RT1. or RG2. Attempting to Incite a Riot

## Kidnapping

\*K1. Kidnapping

## Other Violations

S1V. Inappropriate Personal Property

## Other Violations Cont'd

S2V. Misrepresentation  
S3V. Other School or Code of Conduct Violation not Otherwise Included

## Robbery/Person/Force or Threat of Force

\*RO1. or RB1. Actual  
\*RO1. or RB2. Attempted

## Stalking

ST1. Stalking

## Sexual Offenses

SB1. Sexual Battery against Staff  
SB2. Sexual Battery against Student  
SX0. Sexual Harassment  
S1X. Offensive Sexual Touching/Staff  
S2X. Offensive Sexual Touching/Student  
\*SX3. Sexual Assault Staff/Rape  
\*SX4. Sexual Assault Student/Rape  
\*SX5. Attempted Sexual Assault/Staff/Rape  
\*SX6. Attempted Sexual Assault/Student/Rape  
SX7. Sexual Offense w/out Force/Lewd Behavior/ Indecent Exposure  
\*SX8. Aggravated Sexual Battery/ Student less than age 15

## Technology Use Violations

T1C. Unauthorized Use of Technology or Information  
T2C. Causing/Attempting to Cause Damage to Computer/ Hardware, Software/Files  
T3C. Violation of Acceptable Use Policy  
T4C. Violation of Internet Policy

## Threats/Verbal/Physical

T11. Threat/Intimidation vs. Staff/Physical/Verbal  
T12. Threat/Intimidation vs. Student/Physical/Verbal

## Theft/No Force

TH1. or TF1. Theft/School Property  
TH1. or TF2. Theft/Staff Property  
TH1. or TF3. Theft/Student Property  
TH1. or TF4. Possession/ Stolen Property  
TH2. or TF6. Attempted Theft or Theft of Motor Vehicle

## Tobacco Offenses

TB1. or TC1. Tobacco Use  
TB1. or TC2. Tobacco Possession  
TB1. or TC3. Tobacco Sale/ Distribution  
T4B. Bringing Tobacco Paraphernalia to School/ School Event

## Trespassing

TR1. Trespassing

## Vandalism

VA1. or VN1. Vandalism of School Property  
VA1. or VN2. Vandalism of Private Property  
VA1. or VN3. Graffiti

## Weapons

WP0. Pneumatic Weapon-BB, Pellet, or Paint ball Gun  
\*WP1. Weapon Handgun/ Pistol  
\*WP2. Weapon Shotgun/Rifle  
W3P. Toy/Look-alike Gun to School/Event  
\*WP4. Weapon, Expels a Projectile  
WP5. Knife to School/Event  
\*WP6. Possession of Explosive Device/Live Ammunition  
\*WP7. Use of Bomb or Explosive Device  
\*WP8. Zip Gun/Starter Gun/Flare Gun  
WP9. Other Weapons  
WT1. Taser  
WS1. Stun Gun  
W8P. Razor Blades, Box Cutter to School/School Event  
W9P. Fireworks/Firecrackers/Stink Bombs at School/School Event

## Sanction Codes

02 = Short Term (1 to 10 days)  
03 = Long Term (11 to 364 days)  
04 = Expulsion (365 days)  
05 = Special Ed. Weapons and Drugs only (1 to 45 days)  
06 = Special Ed. (VA Supreme Ct.)  
07 = Used with Offense Codes WP1, WP2, WP4, WP6, WP7, WP8, DR1, DR4 (0-364days)  
99 = Other than Suspension or Expulsion (0 days)

## Racial/Ethnic Codes

00 Unspecified  
01 Native/American/Alaskan  
02 Asian/Pacific Islander  
03 Black (Non Hispanic)  
04 Hispanic  
05 White (Non Hispanic)  
06 Native Hawaiian

## Codes Requiring Victim Count

BA1 HO3 RO1 BU1 SX5  
BA2 HO4 SX8 ST1 SX4  
BA3 HO2 TH1 EX1 SX0  
BA5 HO1 TH2 SX6 SX3  
BA4 TI2 TI1 K1 SB1  
SB2 SX7- May or may not have victim.

\* Offenses to be used for identifying persistently dangerous schools.

## Reference Table I, Part A

### Major Required Offense Codes

The following table lists terms, definitions, and codes for offenses **required by law to be reported regardless of the disciplinary sanction**. The legal source or related statute is noted in the fifth column of the table. The following is a key to the abbreviations used in this column:

BOE	Board of Education	PDS	Persistently Dangerous Schools
Code of VA	Code of Virginia	SDFSCA	Safe and Drug-Free Schools and Communities Act
GFSA	Gun Free Schools Act	USC	United States Code
NCLB	No Child Left Behind Act of 2001	VAC	Virginia Administrative Code

NOTE: Offenses used as measures for determining NCLB's **"persistently dangerous schools"** designation are **shaded in gray**.



Major Required Offense Codes					
Offense Term	Definition	Required Codes	Related Reference	Source of Requirements or Related Statute	Sub-Categories
Alcohol  Use Possession Sale Distribution	Violating laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.	AL1		Code of VA §22.1-279.3:1(A)  SDFSCA  20 USC § 7116 20 USC § 7161	AC1 – Alcohol Use AC2 – Alcohol Possession AC3 – Alcohol Sale or Distribution
Arson  Actual Attempted	Unlawfully and intentionally damaging or attempting to damage any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trashcan fires would be included in this category if they were contributing factors to a damaging fire.	AR1	Firecrackers and fireworks should be coded as WPV10	Code of VA §22.1-279.3:1(A)  SDFSCA Report	AS1 – Arson: Actual AS2 – Arson: Attempted AS3 – Lighted firecrackers, cherry bombs, or stink-bombs that contribute to a damaging fire.

Major Required Offense Codes					
Offense Term	Definition	Required Codes	Related Reference	Source of Requirements or Related Statute	Sub-Categories
Assault/ Battery With Firearm or Other Weapon Against Staff	An actual offensive and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm through the use of a firearm or other weapon.	BA1		BOE-PDS Policy Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 20 USC § 7151 8 VAC 20-560-10 8 VAC 20-131-270	
Assault/ Battery With No Firearm or Weapon Against Staff	An actual offensive and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm without the use of a firearm or weapon.	BA2		Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 8 VAC 20-560-10 8 VAC 20-131-270	
Assault/ Battery  With Firearm or Other Weapon Against Student	An actual offensive and intentional touching or striking of a student against his or her will, intentionally causing bodily harm with the use of a firearm or other weapon.	BA3		BOE-PDS Policy Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 20 USC § 7151 8 VAC 20-560-10 8 VAC 20-131-270	
Assault/ Battery  With No Weapon Against Student	An actual offensive and intentional touching or striking of a student against his or her will, intentionally causing bodily harm without the use of a firearm or weapon.	BA4		Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 8 VAC 20-560-10 8 VAC 20-131-270	
Malicious Wounding Without a Weapon	Maliciously causing bodily injury to a person (without a weapon) with the intent to maim, disfigure, disable, or kill.	BA5	Assault/ Battery	BOE-PDS Policy SDFSCA 20 USC § 7116 8 VAC 20-131-270	

Major Required Offense Codes					
Offense Term	Definition	Required Codes	Related Reference	Source of Requirements or Related Statute	Sub-Categories
School Threat  Bomb Terrorist Chemical/ Biological Threat	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or harming students or staff. Intentionally making a false report of potential harm from dangerous chemicals or biological agents.	BB1	Bomb/ Terrorist Chemical Threat	Code of VA §22.1-279.3:1(A)  SDFSCA Report	
Breaking and Entering  Burglary	Unlawfully entering or attempting to enter a building or other structure with the intent to commit a crime.	BR1	Robbery/ Theft Trespassing/ Vandalism	SDFSCA Report	BK1 – Burglary: Actual BK2 – Burglary: Attempted
Bullying	Using repeated negative behaviors intended to frighten or cause harm. These may include, but are not limited to, verbal or written threats or physical harm.	BU1		Code of VA §22.1-208.01(A)	HR1 – Harassment
Disorderly Conduct	Any act that intentionally disrupts the orderly conduct of a school function. Any behavior that substantially disrupts the orderly learning environment.	DC1	Minor Insubordination Violation of School Rules Disorderly Conduct-- Optional Codes	SDFSCA Report	Disorderly Conduct/ Substantial Disruptive Behavior DO3 – Disruptive Demonstrations DO7 – Setting Off False Fire Alarm
Drug Violations Schedule I & II  Anabolic Steroid Marijuana Use Possession	Unlawful use, possession, transportation, or importation of any schedule I or II drug or marijuana or anabolic steroid.	DR1	All Drug Codes	Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 20 USC § 7161 8 VAC 20-560-10	Schedule I & II Drugs / Marijuana/Anabolic Steroid-Use and Poss. DG1 – Schedule I & II Drug Use DG2 – Schedule I & II Drug Possession DG7 – Marijuana Use DG8 – Marijuana Possession D20 – Anabolic Steroid/Use and Possession

Major Required Offense Codes					
Offense Term	Definition	Required Codes	Related Reference	Source of Requirements or Related Statute	Sub-Categories
Drug Violations Inhalants Look-alikes Use Possession	Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any inhalants or substances represented as drug look-alikes.	DR2	All Drug Codes	Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 20 USC § 7161 8 VAC 20-560-10	Inhalants/Look-a-likes--Use, Possession D15 – Possession of Inhalants D16 – Use of Inhalants D17 – Substances Represented as Drugs (Look-alikes)
Drug Violations Prescription Theft Attempted Theft	Unlawfully taking or attempting to take the drugs prescribed for another.	DR3	All Drug Codes	Code of VA §22.1-279.3:1(A)	
Drug Violations Schedule I & II Anabolic Steroid Marijuana Sale Distribution	Unlawfully possessing with the intent to distribute, sell, or solicit any Schedule I or II drug, marijuana, or anabolic steroid.	DR4	All Drug Codes	BOE-PDS Policy Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 20 USC § 7161 8 VAC 20-560-10	Schedule I & II Drugs/ Marijuana/ Anabolic Steroid Sale/Dist. DG3 – Schedule I & II Drug Sale/Dist. DG9 – Marijuana Sale/Dist. D19 – Anabolic Steroid Sale/Dist.
Drug Violations Schedule III-VI Use Possession Sale/Dist. Paraphernalia Possession	Unlawfully using or possessing with the intent to distribute, selling or soliciting any controlled drug or narcotic substance not specified in previous drug categories. Having equipment (paraphernalia) for use in consuming illegal drugs in one's pocket, bag, car, or locker.	DR5	All Drug Codes	Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 20 USC § 7161 8 VAC 20-560-10	Schedule III-VI Drugs/Use/Poss./Sale/Dist. D10 – Other Drug Use/Overdose D11 – Other Drug Possession/ Paraphernalia Possession D12 – Other Drug Sale/Dist.
Extortion	Unlawfully obtaining or attempting to obtain something of value from another by compelling the other person to deliver it by the threat or eventual physical injury or other harm to that person or person's property.	EX1		Code of VA §22.1-279.3:1(A)	ET1 – Extortion ET2 – Attempted Extortion
Fighting With Injury- Major	Mutual participation in a fight involving physical violence where there is serious injury requiring medical attention. The injury may include, but not be limited to, the following: a stab or puncture wound, fractured or broken bone, concussion, cuts requiring stitches.	FA1	Assault/ Battery Disorderly Conduct	8 VAC 20-131-270	

Major Required Offense Codes					
Offense Term	Definition	Required Codes	Related Reference	Source of Requirements or Related Statute	Sub-Categories
Fighting With No Injury or Minor injury	Mutual participation in a fight involving physical violence, where there are no or minor injuries. These may include, but not be limited to, the following: scrape on body (e.g., knee, elbow, hand) or minor bruising.	FA2	Assault/ Battery Disorderly Conduct	8 VAC 20-131-260	
Gang Activity	Street gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, that has as one of its primary objectives or activities to commit one or more criminal or non-criminal gang activities. This includes articles of clothing that symbolize association, rituals, or activities identified by groups of students.	GA1		SDFSCA Report  Code of VA §22.1-79.27 §18.2-46.1	
Homicide Against Staff With Firearm	Any death of a staff member resulting from the use of a firearm (other than accidentally self-inflicted or suicide).	HO1		BOE-PDS Policy Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 GFSA 20 USC § 7151 8 VAC 20-560-10 8 VAC 20-131-260	
Homicide Against Student With Firearm	Any death of a student resulting from the use of a firearm (other than accidentally self-inflicted or suicide).	HO2		BOE-PDS Policy SDFSCA 20 USC § 7116 8 VAC 20-560-10 8 VAC 20-131-260	
Homicide Against Staff With Other Weapon	Any death of a staff member resulting from the use of a weapon (other than accidentally self-inflicted or suicide).	HO3		BOE-PDS Policy SDFSCA 20 USC § 7116 8 VAC 20-560-10 8 VAC 20-131-260	

Major Required Offense Codes					
Offense Term	Definition	Required Codes	Related Reference	Source of Requirements or Related Statute	Sub-Categories
Homicide Against Student With Other Weapon	Any death of a student resulting from the use of a weapon (other than accidentally self-inflicted or suicide).	HO4		BOE-PDS Policy SDFSCA 20 USC § 7116 8 VAC 20-560-10 8 VAC 20-131-260	
Kidnapping	Unlawfully seizing, transporting, and/or detaining a person against his/her will, or a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.	KI1		BOE-PDS Policy SDFSCA Report	
Inciting a Riot	Unlawfully use of force or violence that seriously jeopardizes the public safety, peace, or order. Three or more people acting together.	RT1		§ VAC 18.2-408	RG1 – Inciting a Riot RG2 – Attempting To Incite a Riot
Robbery	Taking, or attempting to take, anything of value owned by another person or organization under confrontational circumstances by force or threat of force or violence or by putting the victim in fear.	RO1	See also Burglary/ Theft	BOE-PDS Policy SDFSCA Report	Robbery (Using Force) RB1 – Actual Robbery RB2 – Attempted Robbery
Stalking	Engaging in conduct directed at another person with the intent to place that person in reasonable fear of death, criminal sexual assault, or bodily injury.	ST1		§ VAC 22.1-279.3:1	
Sexual Battery against Staff 	Sexual battery against a staff member involves an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse. Sexual battery is a Class I misdemeanor.	SB1	All sex offense codes	Code of VA §18.2-67.4	
Sexual Battery against Student 	Sexual battery against a student member involves an offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse. Sexual battery is a Class I misdemeanor.	SB2	All sex offense codes	Code of VA §18.2-67.4	



Major Required Offense Codes					
Offense Term	Definition	Required Codes	Related Reference	Source of Requirements or Related Statute	Sub-Categories
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.	SX0	All sex offense codes	SDFSCA Report	
Sexual Offenses Against Staff Forcible Assault	Sexual penetration (e.g., oral, anal, or vaginal) against a staff member without consent.	SX3	All sex offense codes	BOE-PDS Policy Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 8 VAC 20-560-10	
Sexual Offenses Against Student Forcible Assault	Sexual penetration (e.g., oral, anal, or vaginal) against a student without consent. This category also includes statutory rape that is defined as sexual penetration with or without the consent of a minor.	SX4	All sex offense codes	BOE-PDS Policy Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 8 VAC 20-560-10	
Sexual Offenses Against Staff Attempted Forcible Assault	Attempted sexual penetration (e.g., oral, anal, or vaginal) against a staff member without consent.	SX5	All sex offense codes	BOE-PDS Policy SDFSCA 20 USC § 7116	
Sexual Offenses Against Student Attempted Forcible Assault	Attempted sexual penetration (e.g., oral, anal, or vaginal) against a student without consent, including statutory rape, or sexual penetration with or without the minor's consent.	SX6	All sex offense codes	BOE-PDS Policy SDFSCA 20 USC § 7116	
Sexual Offenses Without Force	Lewd behavior, indecent exposure that includes sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat and where the victim is capable of giving consent. Consider age, developmentally appropriate behavior, and disability status before using this category.	SX7	All sex offense codes	SDFSCA Report	



Major Required Offense Codes					
Offense Term	Definition	Required Codes	Related Reference	Source of Requirements or Related Statute	Sub-Categories
Aggravated Sexual Battery	Sexually abusing a victim less than thirteen years of age or accomplishing the act against the will of the victim by force, threat, intimidation, or through the use of the victim's mental incapacity or physical helplessness, and—the victim is at least thirteen but less than fifteen years of age, or the accused causes serious bodily or mental injury to the victim, or the accused uses or threatens to use a dangerous weapon. Sexual abuse means an act committed with the intent to sexually molest, arouse, or gratify any person where the accused intentionally touches the victim's intimate parts or material directly covering such intimate parts; the accused forces the victim to touch the victim's own or another person's intimate parts or material directly covering such intimate parts; or the accused forces another person to touch the victim's intimate parts or material directly covering such intimate parts.	SX8	All sex offense codes	BOE-PDS Policy  Code of VA §22.1-279.3:1(A)  SDFSCA 20 USC § 7116	
Theft Offenses (No Force)	Unlawfully taking, carrying, leading, or riding away property from the possession of another person. May include pocket picking, purse snatching, theft from building, from motor vehicle, or from coin-operated machines.	TH1	Burglary/ Robbery	SDFSCA Report	Theft Offenses (except motor vehicle) TF1 – Theft of School Property TF2 – Theft of Staff Property TF3 – Theft of Student Property TF4 – Possession of Stolen Property
Theft Offense of a Motor Vehicle	Unlawfully taking, carrying, leading, or riding away a motor vehicle or the attempted theft of a motor vehicle. This category includes theft of a car, truck, motorcycle, dune buggy, snowmobile, RV, or anything that is self-propelled.	TH2	Burglary/ Robbery	SDFSCA Report	Theft of a Motor Vehicle TF6 – Attempted Theft of Motor Vehicle

Major Required Offense Codes					
Offense Term	Definition	Required Codes	Related Reference	Source of Requirements or Related Statute	Sub-Categories
Tobacco Use Possession Sale Distribution	Possessing, using, distributing, or selling tobacco products, including smokeless tobacco, on school grounds, at school-sponsored events, and/or on school transportation.	TB1		SDFSCA Report	Tobacco Products: TC1 – Tobacco Use TC2 – Tobacco Possession TC3 – Tobacco Sales/ Distribution
Threat/ Intimidation Against Staff (Physical or Verbal)	Unlawfully placing a staff member in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Consider age, developmentally appropriate behavior, and disability status before using this category.	TI1	Harassment-Nonsexual/ Hazing/ School Threat/ Bullying	Code of VA §22.1-279.3:1(A)  SDFSCA Report	
Threat/ Intimidation Against Student	Unlawfully placing a student in fear of bodily harm through physical or verbal threats without displaying a weapon or subjecting the person to actual physical attack. Consider age, developmentally appropriate behavior, and disability status before using this category.	TI2		SDFSCA Report	
Trespassing	Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator, or designee of the facility, campus, or function.	TR1		SDFSCA Report	
Vandalism	Willfully and/or maliciously destroying, damaging or defacing public or private property, real or personal, without the consent of the owner or the person having custody or control of it. This category includes graffiti.	VA1	Burglary/ Trespassing	SDFSCA Report	VN1 – Vandalism of School Property VN2 – Vandalism of Private Property VN3 – Graffiti

Major Required Offense Codes					
Offense Term	Definition	Required Codes	Related Reference	Source of Requirements or Related Statute	Sub-Categories
Weapon (1)  Firearm Handgun/ Pistol	Possessing or bringing a handgun or pistol to school or to a school event will result in automatic expulsion that may be modified upon an appeal or review of circumstances.	WP1	Threat/ Intimidation	BOE-PDS Policy Code of VA §22.1-279.3:1(A) GFSA 20 USC § 7151 8 VAC 20-560-10 8 VAC 20-131-260	
Weapon (2)  Firearm Shotgun/ Rifle	Possessing or bringing a rifle/shotgun to school or a school-sponsored event will result in automatic expulsion that may be modified by LEA upon review of circumstances.	WP2	Threat/ Intimidation	BOE-PDS Policy Code of VA §22.1-279.3:1(A) GFSA 20 USC § 7151 8 VAC 20-560-10 8 VAC 20-131-260	
Weapon (3)  Expels a Projectile	Possessing or bringing to school or a school-sponsored event any weapon designed to expel a projectile or that may readily be converted to expel a projectile by the action of an explosive, including live ammunition. This definition does not include BB guns or pneumatic weapons. See WP0.	WP4	Threat/ Intimidation	BOE-PDS Policy  8 VAC 20-131-260	
Weapon (4)  Knife	Possessing or bring to school or a school-sponsored event any sharp-edged instrument that is classified as a knife with a blade of more than three inches.	WP5	Threat/ Intimidation	BOE-PDS Policy  8 VAC 20-131-260	
Weapon (5)  Other Firearms	Possessing or bringing any other weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive to school or a school event. This includes firearms not mentioned previously (operable or in-operable, loaded or unloaded) such as, but not limited to, a zip or starter gun.	WP8	Threat/ Intimidation	BOE-PDS Policy Code of VA §22.1-279.3:1(A) GFSA 20 USC § 7151 8 VAC 20-560-10 8 VAC 20-131-260	

Major Required Offense Codes					
Offense Term	Definition	Required Codes	Related Reference	Source of Requirements or Related Statute	Sub-Categories
Weapon (6) Other Weapon	Possessing or bringing any weapon, instrument, or object that is designed to or may readily be converted to inflict harm on another person to school or a school event.	WP9	Threat/ Intimidation	8 VAC 20-131-260	
Pneumatic Weapon	Possessing or bringing any pneumatic gun or rifle that is air powered to any school or school event. A pneumatic gun or rifle includes a BB, paint ball, or pellet gun.	WP0	Threat/ Intimidation	8 VAC20-121-260	
Possession of Explosive Device  Ammunition	Possessing or representing any weapon that explodes or is designed to or may readily be converted to explode. This includes ammunition.	WP6	Threat/ Intimidation	BOE-PDS Policy Code of VA §22.1-279.3:1(A) 8 VAC 20-131-260	
Use of Bomb or Explosive Device	Using any weapon that is designed to explode with the use of a triggering device and is used as a destructive bomb.	WP7	Threat/ Intimidation	BOE-PDS Policy Code of VA §22.1-279.3:1(A) 8 VAC 20-131-260	
Possession of Taser Gun 	Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or another charge or shock through the use of a projectile and used for the purpose of temporarily incapacitating a person.	WT1	Threat/ Intimidation	Code of VA §18.2-308.1	
Possession of Stun Gun 	Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or other charge that exceeds the equivalency of five milliamp 60 hertz shock and used the purpose of temporarily incapacitating a person	WS1	Threat/ Intimidation	Code of VA §18.2-308.1	

**Table I, Part B**  
**Minor Required Offense Codes for Suspensions and Expulsions Only**

The following table lists offenses, definitions, and codes for school code of conduct violations that must be reported if a student is suspended or expelled as required by the federal *Safe and Drug-Free Schools and Communities Act (SDFSCA)*.

Minor Required Offense Codes for Suspensions and Expulsions Only				
Offense Term	Definitions	Related Reference	Required Codes	Sub-Categories
<b>Attendance</b>	Violation of state, school division, or school policy relating to attendance.		<b>A1T</b>	A1T – Attendance
<b>Electronic Devices</b>	Using electronic devices that are deemed inappropriate in an educational setting.		<b>C1M</b> <b>C2M</b> <b>C3M</b>	C1M – Beepers C2M – Cellular Telephones C3M – Electronic Devices
<b>Disorderly Conduct Insubordinate</b>	Unwillingness to submit to authority or refusal to respond to a reasonable request.	Disorderly Conduct/ Required Codes	<b>D1C</b> <b>D2C</b> <b>D4C</b>  <b>D5C</b> <b>D6C</b>  <b>D8C</b>	D1C – Disrespect (walking away, etc.) D2C – Defiance (refuses requests) D4C – Possession of Obscene or Disruptive Literature D5C – Classroom or Campus Disruption D6C – Using Obscene or Inappropriate Language or Gestures D8C – Minor Insubordination
<b>Drug Violations Over-the-Counter Use, Possession, Sale Distribution</b>	Unlawful use, distribution, sale, solicitation, purchase, possession, transportation, or importation of over-the-counter medication.		<b>D4G</b> <b>D5G</b> <b>D6G</b>	D4G – Over-the-Counter Medicine/Use D5G – Over-the-Counter Medicine/Possession D6G – Over-the-Counter Medicine/Sale/Distribution
<b>Altercation</b>	Confrontation, tussle, or physical aggression that does not result in injury.	Disorderly Conduct	<b>F1T</b>	F1T – Minor Physical Altercation


Minor Required Offense Codes for Suspensions and Expulsions Only				
Offense Term	Definitions	Related Reference	Required Codes	Sub-Categories
<b>Gambling</b>	Making, placing, or receiving any bet or wager of money or other thing of value dependent upon the result of the game, contest, or any other event with an uncertain outcome.		<b>G1B</b>	G1B – Gambling
<b>Hazing</b>	Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization or class.		<b>H1Z</b>	H1Z – Hazing
<b>Other Violations</b>			<b>S1V</b> <b>S2V</b> <b>S3V</b>	S1V – Inappropriate Personal Property S2V – Misrepresentation S3V – Other School Code of Conduct Violation Not Otherwise included
<b>Sexual Offenses Against Staff Offensive Touching</b>	Improper physical contact against a staff member that is offensive, undesirable, and/or unwanted as determined by the victim. Consensual touching (e.g., kissing, walking arm-in-arm) should not be reported even though such behavior may violate a local school policy. Consider age, developmentally appropriate behavior, and disability status before using this category.	Required Sexual Codes	<b>S1X</b>	S1X – Offensive Sexual Touching Against Staff
<b>Sexual Offenses Against Student Offensive Touching</b>	Improper physical contact against a student that is offensive, undesirable, and/or unwanted as determined by the victim. Consensual touching (e.g., kissing, walking arm-in-arm) should not be reported even though such behavior may violate a local school policy. Consider age, developmentally appropriate behavior, and disability status before using this category.	Required Sexual Codes	<b>S2X</b>	S2X – Offensive Sexual Touching Against Student
<b>Tobacco Paraphernalia</b>	Bringing tobacco paraphernalia to school or to a school event.		<b>T4B</b>	T4B – Bringing Tobacco Paraphernalia to School or School Events
<b>Violation of Technology Use</b>	Unauthorized violations of technology use according to the Acceptable Usage Policy.		<b>T1C</b> <b>T2C</b> <b>T3C</b> <b>T4C</b>	T1C – Unauthorized Use of Technology or Information T2C – Causing/Attempting to Cause Damage to Computer Hardware, Software or Files T3C – Violations of Acceptable Usage Policy T4C – Violations of Internet Policy

Minor Required Offense Codes for Suspensions and Expulsions Only				
Offense Term	Definitions	Related Reference	Required Codes	Sub-Categories
<b>Weapon/ Look-Alike</b>	Any gun that looks like a real gun or is a toy gun (i.e., water pistols). Category includes look-alike weapons if not used in compliance with local policy.	Threat/ Intimidation	<b>W3P</b>	W3P – Bringing a Toy/Look-Alike Gun to School or School Event.
<b>Possible Weapons</b>	Possessing razor blades, box cutters, fireworks, firecrackers, or bringing stink bombs to school or a school event.		<b>W8P</b> <b>W9P</b>	W8P – Bringing Razor Blades/Box Cutters to School or School Events. W9P – Bringing Fireworks, Firecrackers, or Stink Bombs to School or School Event.

## Reference Table II

### DCV Discipline Sanction Codes

School divisions must use the following codes to indicate the sanction imposed upon a student as a result of a disciplinary offense.

<b>Code Number</b>	<b>Description of Discipline Sanction</b>
<b>02</b>	For students with disabilities, short-term suspensions are defined as a single suspension of ten (10) days or less.
<b>03</b>	Long-term suspensions are defined as a single suspension of eleven (11) days up to 364 days.
<b>04</b>	Expulsion is defined as a single expulsion for 365 days. This may be either a permanent expulsion or a 365-day removal from school. Any student may be placed in alternative placement.
 <b>05</b>	Special Education Interim Alternative Placement –Report those incidents in which school personnel, not the IEP team, order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting (for not more than 45 school days) for an offense involving weapons, drugs, or serious bodily harm.
<b>06</b>	Special Education Interim Alternative Placement—Report those incidents in which an impartial hearing officer, appointed by the Supreme Court of Virginia, orders the removal of children with disabilities from their current educational placement to an appropriate alternative education setting for not more than 45 days. This decision is based on the hearing officer’s determination that the public agency has demonstrated by substantial evidence that maintaining the child’s current placement is substantially likely to result in injury to the child or to others.
<b>07</b>	Use for drugs and weapon offenses WP1, WP2, WP4, WP6, WP7, WP8, DR1, and DR4 which involve 0 to 364 days to indicate that expulsion was modified.
<b>99</b>	Use for any discipline not defined in codes 02 through 07. This may include in-school detention, bus suspension, or Saturday detention. No days are reported for a sanction 99.



## Reference Table III Sanctions/Days Codes

Report the total number of days a student is suspended or expelled for his/her particular offense using the following codes:

**Please note: If the student has violated a required offense code, but the discipline sanction is “99” (no days suspended or expelled), the incident must still be reported.**

Sanction	Days	Conditions
02	1-10	Short-Term Out of School – All Codes
03	11-364	Long-Term Out of School – All Codes
04	365	Expulsion – All Codes
05	1-45	Interim Placement – Drugs and Weapons – DR1, DR4, WP1, WP2, WP4, WP6, WP7, WP8 Special Education Only
06	1-45	Court-Appointed Hearing Officer by Virginia Supreme Court. Special Education Only
07	0-364	Applies to DR1, DR4, WP1, WP2, WP4, WP6, WP7, WP8
99	0	Applies to any discipline not defined in codes 02 through 07

## Reference Table IV

### Grade Level Codes

Use the following codes to indicate the grade level in which the student is enrolled at the time the DCV incident occurred.

Code	Grade Level
PK	Pre-kindergarten
KG	Kindergarten
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12
PG	Post-graduate student

## Reference Table V Disability Codes

Use the codes in the table below to identify the specific disability or 504 status of a student with disabilities who commits a disciplinary offense.

<b>Code</b>	<b>Disability</b>
01	Mental Retardation
02	Severe Disability
03	Multiple Disabilities
04	Orthopedic Impairments
05	Visual Impairments
06	Hearing Impairments
07	Specific Learning Disabilities
08	Emotional Disturbance
09	Speech/Language Impairments
10	Other Health Impairments
12	Deaf-Blindness
13	Autism
14	Traumatic Brain Injury
15	504
16	Developmental Delayed

## Reference Table VI Racial/Ethnic Codes

Use the following racial/ethnic codes to describe the group to which a student belongs. For students of mixed racial and/or ethnic origins, report the category that most closely reflects the individual's recognition in the community

<b>Code</b>	<b>Racial/Ethnic Classification</b>
00	Unspecified
01	Native American/Alaska Native
02	Asian/Pacific Islander
03	Black (non-Hispanic)
04	Hispanic
05	White (non-Hispanic)
06	Native Hawaiian

## Reference Table VII

### Incident Time Element Codes

Report the time during which an incident of discipline, crime, or violence occurred using the codes for time elements listed in the table below.

Code	Definition of Time Element
01	During the regular school day. "01" is defined as before class, during class, during class change, during lunch/recess, after classes, and other times during school hours. This includes school-sponsored activities that occur during the regular school day, such as a field trip.
02	During a school-sponsored activity outside the regular school day. "02" involves any school-sponsored activity where an incident occurs.
03	During a non-school-sponsored activity outside school hours. "03" involves an incident that did not occur during a school-sponsored event, but involved one or more students on school property.
04	In transit on the way to or from school. "04" is defined as an incident that occurred while students were on the way to or from school on school-provided transportation.

## Reference Table VIII

### Regional Centers Codes 2006-07

Use the following code numbers for incidents occurring in regional Governor's Schools, Special Education Centers, Technical Centers, and Alternative Centers.

#### Governor Schools

ED AGENCY NUM	NAME OF CENTER	SCHOOL NUM	NAME OF SCHOOL	DIRECTOR
260	CENTRAL VIRGINIA GOV SCH FOR SCI/TECH	10	CENTRAL VIRGINIA GOV SCH	Dr. Thomas Morgan
261	SOUTHWEST VIRGINIA GOV SCH	10	SOUTHWEST VIRGINIA GOV SCH	Ms. Margaret (Pat) Duncan
262	GOVERNOR'S SCHOOL FOR THE ARTS	10	GOVERNOR SCHOOL FOR THE ARTS	Mr. Leon Hughes
263	ROANOKE VALLEY GOV SCH	10	ROANOKE VALLEY GOV SCH	Dr. Scott Watson
264	NEW HORIZONS GOV SCHOOL	10	NEW HORIZONS GOV SCHOOL	Dr. Donna Poland
265	CENTRAL SHENANDOAH VALLEY GS/SCI-TECH	10	CENTRAL SHENANDOAH VALLEY	MS. Linda Cauley

266	GOV SCH GLOBAL ECONOMICS/TECH	10	GOV SCH GLOBAL ECONOMICS/TECH	Ms. Catherine Cottrell
267	APPOMATTOX REGIONAL GOV SCH	10	APPOMATTOX REGIONAL GOV SCH	Dr. James Ruffa
268	A. LINWOOD HOLTON GOV SCH	10	A. LINWOOD HOLTON GOV SCH	Mr. Danny Dixon
269	CHESAPEAKE BAY GOV SCH	10	CHESAPEAKE BAY GOV SCH	Ms. Patricia Griffin
270	COMMONWEALTH GOVERNOR'S SCHOOL	10	COMMONWEALTH GOV SCHOOL	Dr. David Baker
271	MAGGIE L. WALKER GOV SCH	10	MAGGIE L. WALKER GOV SCH	Mr. Doug Hunt
273	BLUE RIDGE VIRTUAL GOVERNOR'S SCHOOL	10	BLUE RIDGE VIRTUAL GOVERNOR'S SCHOOL	Mr. Marc Carraway
274	JACKSON RIVER GOVERNOR'S SCHOOL	10	JACKSON RIVER GOV SCH	Dr. Susan Rollinson
276	PIEDMONT GOV SCH FOR MATH/SCI/TECH	10	PIEDMONT GOV SCH FOR MATH/SCI/TECH	Mr. Brian Pace
277	MASSANUTTEN GOVERNOR'S SCHOOL	10	MASSANUTTEN GOVERNOR'S SCHOOL	Dr. Cathy H. Glenn
293	MOUNTAIN VISTA GOVERNOR'S SCHOOL	10	MOUNTAIN VISTA GOVERNOR'S SCHOOL	Dr. Roseanne Williams
29	THOMAS JEFFERSON HS FOR SCIENCE & TECH	1371	THOMAS JEFFERSON HS FOR SCIENCE & TECH	Ms Elizabeth Lodal

## Special Education Centers

280	COOP CTR FOR EXCEP CHILDREN	10	COOP CTR FOR EXCEP CHILDREN	Ms. Belinda H. Nichols
281	MID PENINSULA REG SPEC ED CTR	10	MID PENINSULA REG SPEC ED CTR	Dr. Howard B. Kiser
282	LAUREL REGIONAL	10	LAUREL REGIONAL SPECIAL ED CTR	Mrs. Patricia C. Ferington
283	NORTHERN NECK REGIONAL	10	NORTHERN NECK REG SPECIAL ED	Mr. David C. Stables III
284	NORTHWESTERN REG ED PGM	10	NORTHWESTERN REG ED PGM	Mrs Karen G. Legge
285	NEW HORIZONS REGIONAL EDUC CTR	10	NEW HORIZONS REG CTR - AUTISM	Mrs. Kelly Brown Wood
285	NEW HORIZONS REGIONAL EDUC CTR	20	NEW HORIZONS REG CTR -NEWPORT ACD.	Mr. John J. Johnson, III
286	PIEDMONT REGIONAL ED.	20	PIEDMONT REG ED/CEDAR MOUNTAIN	Dr. Mary E. McManus
286	PIEDMONT REGIONAL ED.	10	PIEDMONT REG ED/IVY CREEK	Dr. Mary E. McManus
287	SHENANDOAH VALLEY REG	10	SHENANDOAH VALLEY REG	Mrs. Judy S. Sorrell
288	SOUTHEASTERN COOP ED PGM	10	SOUTHEASTERN COOP ED PGM	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	40	TRAEP - VIRGINIA BEACH	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	90	SUFFOLK RE-ED	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	80	CHESAPEAKE RE-ED	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	70	PORTSMOUTH RE-ED	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	60	NORFOLK RE-ED	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	50	TRAEP - NORFOLK	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	30	WHITEOAKS RE-ED	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	20	KEMPSVILLE RE-ED	Dr. Judith N. Green
290	N VIRGINIA REG SPEC ED PGM	10	N VIRGINIA REG SPEC ED PGM	Mrs. Kathryn M. Huizenga
291	CENTRAL VIRGINIA REG SPEC ED PGM	10	CENTRAL VIRGINIA REG SPEC ED PGM	Mr. Randy Corpening
292	HENRY CO/MARTINSVILLE REG PGM	10	HENRY CO/MARTINSVILLE REG PGM	Mr. James L. Beckner Jr.
299	ROANOKE VALLEY REGIONAL BOARD	10	ROANOKE VALLEY REGIONAL BOARD	Mr. Rodney M. Dillman

## Technical Centers

307	NEW HORIZONS REG. EDU. CENTER	220	NEW HORIZONS REG ED CTR	Dr. Edward Carr
307	NEW HORIZONS TECH CTR-BUTLER FARM	220	NEW HORIZONS TECH CTR-BUTLER FARM	Mr. David Creamer
307	NEW HORIZONS TECH CTR-WOODSIDE	210	NEW HORIZONS WOODSIDE	Mr. Roger Tomlinson
301	CHARLOTTESVILLE-ALBEMARLE TECH	130	CHARLOTTESVILLE-ALBEMARLE TECH	Mr. Darah Bonham
302	JACKSON RIVER TECH CTR	330	JACKSON RIVER TECH CTR	Mr. Thomas M. P. Beirne
304	MASSANUTTEN TECH CTR	980	MASSANUTTEN TECH CTR	Mr. W. Marshall Price
305	PIEDMONT TECH ED CTR	430	G W CARVER-PIED TECH ED CTR	Mr. John P. Toth
306	VALLEY VOCATIONAL TECH	631	VALLEY VOCATIONAL TECH CTR	Ms. Darla L. Miller
308	PRUDEN CTR FOR INDUS/TECH	120	PRUDEN CENTER FOR INDUS/TECH	Mrs. Peggy S. Wade
309	ROWANTY VOCATIONAL TECH CTR	10	ROWANTY VOCATIONAL TECH CTR	Mr. Tom Cope
310	NORTHERN NECK TECHNICAL CTR	10	NORTHERN NECK TECHNICAL CENTER	Mr. Harold Randolph Long
311	AMELIA-NOTTOWAY VOC CTR	380	AMELIA-NOTTOWAY VOC CTR	Mr. Jack M. Raines Jr.

## Alternative Centers

401	LYNCHBURG CITY SECONDARY ALTERNATIVE	401	LYNCHBURG CITY SECONDARY ALTERNATIVE	Linda J. Cole
402	ENTERPRISE ACADEMY/NEWPORT NEWS CITY	402	ENTERPRISE ACADEMY/NEWPORT NEWS CITY	Dr. Sadie Carter
403	TIDEWATER REGIONAL ALTERNATIVE ED PROJECT	403	TIDEWATER REGIONAL ALTERNATIVE ED PROJECT	Dr. Judith Green
404	REG ALTERNATIVE PLUS SELF PROJECT/ROANOKE CITY	404	REG ALTERNATIVE PLUS SELF PROJECT/ROANOKE CITY	Hallie A. Carr
405	TRANSITION SUPPORT RESOURCE CTR/FAIRFAX	405	TRANSITION SUPPORT RESOURCE CENTER/FAIRFAX	Ms. Joan Ledebur
406	PROJECT RETURN/FLUVANNA CO	406	PROJECT RETURN/FLUVANNA CO	Ms. Brenda Gilliam
407	ALTERN ED PRGM/BEHAV DISORD YOUTH/MONTGOMERY	407	ALTERN ED PRGM/BEHAV DISORD YOUTH/MONTGOMERY	Dr. Jeanette Warwick
408	PETERSBURG REGIONAL ALTERNATIVE	408	PETERSBURG REGIONAL ALTERNATIVE	Mr. Ronald R. Vance, Sr.
409	REGIONAL ALTERNATIVE/PITTSLVANIA CO	409	REGIONAL ALTERNATIVE/PITTSLVANIA CO	Wanda Vaughan
410	PROJECT RETURN/POWHATAN CO	410	PROJECT RETURN/POWHATAN CO	Mr. Randy Watts
411	CROSSROADS ALTERNATIVE/BRISTOL CITY	411	CROSSROADS ALTERNATIVE/BRISTOL CITY	Ms. Patty Bowers
412	METRO RICHMOND ALTERNATIVE ED	412	METRO RICHMOND ALTERNATIVE ED	Frances Kenyear
413	REGIONAL ALTERNATIVE ED/STAFFORD CO	413	REGIONAL ALTERNATIVE ED/STAFFORD CO	Dr. Andrea Bengier
414	SOUTHSIDE L.I.N.K. PROJECT/BRUNSWICK CO	414	SOUTHSIDE L.I.N.K. PROJECT/BRUNSWICK CO	Donnie Clary
415	REGIONAL ALTERNATIVE ED/KING WILLIAM	415	REGIONAL ALTERNATIVE ED/KING WILLIAM	Mr. Rick Walters
416	NEW DOMINION/PRINCE WILLIAM CO	416	NEW DOMINION/PRINCE WILLIAM CO	M. Susan J. Flores
417	PROJECT BRIDGE/RUSSELL CO	417	PROJECT BRIDGE/RUSSELL CO	Ms. Lynn Ramsey
418	REGIONAL ALTERNATIVE/WYTHE CO	418	REGIONAL ALTERNATIVE/WYTHE CO	LaDonna K. Meade
419	THREE RIVERS PILOT PROJECT/YORK CO	419	THREE RIVERS PILOT PROJECT/YORK CO	Dr. Kendra Crump
420	PIEDMONT ALTERNATIVE SCHOOL	420	PIEDMONT ALTERNATIVE SCHOOL	Jack M. Raines
421	NORTHERN NECK REGIONAL ALTERNATIVE ED	421	NORTHERN NECK REGIONAL ALTERNATIVE ED	Mr. Randy Long
422	SHENANDOAH VALLEY REG ALTERNATIVE ED/GENESIS	422	SHENANDOAH VALLEY REG ALTERNATIVE ED/GENESIS	Dr. Sue Burkholder
423	BREAKING BARRIERS ALTERNATIVE ED/HENRY CO	423	BREAKING BARRIERS ALTERNATIVE ED/HENRY CO	Ms. Gracie Agnew
424	CARROLL/GALAX/JOY RANCH REG ALTERNATIVE ED	424	CARROLL/GALAX/JOY RANCH REG ALTERNATIVE ED	Wade Meredith
426	REGIONAL LEARNING ACADEMY/WISE CO	426	REGIONAL LEARNING ACADEMY/WISE CO	Mr. Ed Conley
427	THE REGIONAL COMMUNITY ALTERNATIVE ED CONTINUUM	427	THE REGIONAL COMMUNITY ALTERNATIVE ED CONTINUUM	Mr. Craig Carscallen
428	PROJECT RENEW/NORTHAMPTON CO	428	PROJECT RENEW/NORTHAMPTON CO	Dr. David van de Graaff
429	RENAISSANCE/SCOTT CO	429	RENAISSANCE/SCOTT CO	Mr. Darryll Johnson
430	R.E.COOK REGIONAL ALTERNATIVE	10	R.E. COOK REGIONAL ALTERNATIVE	Dr. Lorraine Lange

## Reference Table IX

### Offense Codes Requiring Victim Counts

The offense codes listed in the table below will require a victim count due to the nature of the offense. Therefore, any offense reported using one of these codes must also include the number of victims.

Offense Code	Name of Offense
BA1	Assault/Battery With Firearm or Other Weapon Against Staff
BA2	Assault/Battery With No Firearm or Weapon Against Staff
BA3	Assault/Battery With Firearm or Other Weapon Against Student
BA4	Assault/Battery With No Weapon Against Student
BA5	Malicious Wounding Without a Weapon
BU1	Bullying
HO1	Homicide Against Staff With Firearm
HO2	Homicide Against Student With Firearm
HO3	Homicide Against Staff With Other Weapon
HO4	Homicide Against Student With Other Weapon
SB1*	Sexual Battery Against Staff
SB2*	Sexual Battery Against Student
SX0	Sexual Harassment
SX3	Sexual Offenses Against Staff Forcible Assault
SX4	Sexual Offenses Against Student Forcible Assault
SX5	Sexual Offenses Against Staff Attempted Forcible Assault
SX6	Sexual Offenses Against Student Attempted Forcible Assault
SX7	Sexual Offenses Without Force
SX8	Aggravated Sexual Battery
TH1	Theft Offenses (No Force)
TH2	Theft Offense of a Motor Vehicle
ST1	Stalking
EX1	Extortion
TI1	Threat/Intimidation Against Staff (Physical or Verbal)
TI1	Threat/Intimidation Against Student
KI1	Kidnapping
RO1	Robbery

\*Required as of 2006-07

## Reference Table X

### DCV Incidents Identifying Persistently Dangerous Schools

Each state receiving funds under the federal *No Child Left Behind Act of 2001* is required to establish and implement a statewide policy requiring that a student attending a persistently dangerous school be allowed to attend a safe school. The Virginia Board of Education's "Unsafe School Choice Option" policy was adopted in May 2002. The Board subsequently approved a Persistently Dangerous Schools Identification Process and Criteria (access at <http://www.pen.k12.va.us/vdoe/suptsmemos/2003/info86a.pdf>) that establishes thresholds of incidents using data over a three-year period by school divisions in their annual report on discipline, crime, and violence. The chart below lists the three categories of harm and the threshold points or automatic caution assigned to a school if one of the discipline, crime, and violence incidents described in the table occurs in the school.

Degree of Harm	Description	Code	Points Per Incident
<b>Category I</b>	<b>Automatic Caution</b>		<b>One Incident Exceeds The Threshold</b>
	Homicide-Staff-Firearm	HO1	
	Homicide-Student-Firearm	HO2	
	Homicide-Staff-Other Weapon	HO3	
	Homicide-Student-Other Weapon	HO4	
	Forcible Sexual Assault Against Student	SX4	
	Forcible Sexual Assault Against Staff	SX3	
	Attempted Forcible Sexual Assault Against Student	SX6	
	Attempted Forcible Sexual Assault Against Staff	SX5	
	Use of a Bomb	WP7	
<b>Category II</b>			<b>Two Points</b>
	Assault Against Staff with Firearm or Weapon	BA1	
	Assault Against Student with Firearm or Weapon	BA3	
	Actual or Attempted Robbery	RO1	
	Kidnapping/Abduction	KI1	
	Malicious Wounding without a Weapon	BA5	
	Aggravated Sexual Battery on a Student	SX8	
<b>Category III</b>			<b>One Point</b>
	Illegal Possession of Handgun	WP1	
	Illegal Possession of Rifle or Shotgun	WP2	
	Illegal Possession of Any Other Projectile/Weapon	WP4	
	Illegal Possession of Bomb	WP6	
	Illegal Possession of Other Firearms	WP8	
	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell	DR4	



## Reference Table XI

### DCV Incidents Reported on the Virginia School Report Card

The Virginia School Report Card provides information on student achievement, accreditation, safety, and attendance for the state as a whole, for school divisions, and for individual schools. The Report Card, accessed on the Virginia Department of Education Web site (<http://www.doe.Virginia.gov/VDOE/src/>), enables parents and the general public to follow Virginia's progress in achieving the goals of the *No Child Left Behind Act of 2001*. School Safety information on the School Report Card is based on twenty-four (24) offenses that are reported for the four categories of "serious incidents," "fights," "firearms," and "other weapons." Reporting categories and the offenses that are counted in each of the four categories are listed in the table below. It is important to note that multiple offenses are grouped in the reporting categories that are reported on school report cards.

Reporting Category	Offense Codes*	Offenses Included in Category
<b>Serious Incidents</b> (Physical Violence)	BA1	Assault/Battery with Firearm or Other Weapon Against Staff
	BA2	Assault/Battery with No Firearm or Other Weapon Against Staff
	BA3	Assault/Battery with Firearm or Other Weapon Against Student
	BA4	Assault/Battery with No Firearm or Other Weapon Against Student
	BA5	Malicious Wounding without a Weapon
	HO1	Homicide against Staff with Firearm
	HO2	Homicide against Student with Firearm
	HO3	Homicide against Staff with Other Weapon
	HO4	Homicide against Student with Other Weapon
	SX3	Sexual Offenses against Staff/Forcible Assault
	SX4	Sexual Offenses against Student/Forcible Assault
	SX5	Sexual Offenses against Staff/Attempted Forcible Assault
	SX6	Sexual Offenses against Student/Attempted Forcible Assault
	SX8	Aggravated Sexual Battery
	WP7	Use of Bomb or Explosive Device
<b>Fights</b> (Physical Violence)	FA1	Two Mutual Participants Fighting with Injury (Major)
	FA2	Two Mutual Participants Fighting with No Injury or Minor Injury
<b>Firearms</b>	WP1	Possessing or Bringing a Firearm to School or School Event
	WP2	Possessing or Bringing a Shotgun or Rifle to School or School Event
	WP8	Possessing or Bringing Other Firearm to School or School Event
<b>Other Weapons</b>	WP4	Possessing or Bringing a Weapon that Expels a Projectile to School / Event
	WP5	Possessing or Bringing a Knife with More than 3 Inch Blade to School / Event
	WP6	Possessing or Bringing an Explosive Device or Ammunition to School / Event
	WP9	Possessing or Bringing Other Weapons to School or School Event

## Reference Table XII

### DCV Edit Checks

Edit checks indicate possible errors within the DCV data being submitted by a local school division. Edit checks are designed to provide information to the submitter of data so that he/she can fix the error(s). The edit checks in the following table are in sequence according to the written program.

DCV Edit Checks
Student ID is missing
Student ID is not alpha/numeric
Incident division is required
Incident school is required
Incident requiring Law Enforcement notification must be consistent for all students involved in the incident.
Missing or invalid grade
Missing or invalid grade for school
Missing Centers reporting
Invalid special education disability
Invalid or missing date - date of birth must be a valid date in the format MM/DD/YYYY
Date of birth out of range - age must be between 0 and 22
Invalid or missing race code
Invalid gender - must be F or M
Missing or invalid date - incident date must be a valid date in the format MM/DD/YYYY
Invalid date - incident date must be between    to_char(v_begin_session_date MM/DD/YYYY)   and   to_char(v_end_session_date MM/DD/YYYY)
Missing incident code
Missing Offense Code 1
Invalid Offense Code 1
BA1 and BA3 offense codes involve a weapon; therefore, a weapon offense (WP0, WP1, WP2, WP4, WP5, WP6, WP7, WP8, WP9) must be included
Invalid firearms confiscated
Invalid offense code - must have one of the following offenses: WP1, WP2, WP4 ,WP8 when a firearm is confiscated
Invalid non-firearms confiscated
Invalid offense code - must have one of the following offenses: WP0, WP3, WP5, WP6, WP7, WP9, WPV08, WPV10 when a non-firearm is confiscated
Invalid final division discipline/sanction code
Days suspended for Discipline Code 99 must be 0
Days suspended for short-term suspension must be between 1 and 10
Days suspended for long-term suspension must be between 11 and 364
Days suspended for Discipline Code 4 must be 365
Days suspended for Discipline Codes 5 and 6 must be between 1 and 45
Discipline/Sanction Codes 5 and 6 must have special education code
Discipline/Sanction Code 5 must apply to any weapon or drug offense and bodily harm

<b>DCV Edit Checks</b>
Discipline/Sanction Code 7 must apply to codes WP1, WP2, WP4, WP6, WP7, WP8, DR1, OR DR4
Duplicate incident code for the same student
Final division Discipline/Sanction Code 5 must have alternative placement
Days suspended must be between 0 and 364
Weapon offense codes ( WP1, WP2, WP4, WP6, WP7, WP8) or drug offense codes (DR1, DR4) or their subcategories require a final sanction of 4 or 7 or 5
All weapon offense codes or all drug offense codes or their subcategories that require a final sanction of 5 (special education student only) will be allowed up to 45 days
Invalid final sanction for offense code
Invalid days suspended - must be between 0 and 365
Invalid victim count - must be a number
Invalid alternative placement
Invalid permanent expulsion
Invalid incident time
There are incidents with the same incident code but with different incident dates
There are incidents with the same incident code but with different time stamp code
There are students with same student ID but with different date of birth
There are students with same student ID but with different gender
There are students with same student ID but with different race
There are students with same student ID but with different grade
There are students with same student ID but with different disability
Fighting incidents require two or more students
Duplicate subcategory for exists for the same student ID/incident code
Duplicate offense code or required offense code and an offense from subcategory exists for the same student ID/incident code

## Reference Table XIII

### DCV Data Exceptions

DCV Data Exceptions		
<b>Firecrackers, Fireworks, Stink Bombs</b>	WPV10	Because these items will involve the confiscation of a non-firearm, the five-digit code must be manually entered. It cannot roll up to an OT1.
<b>Box Cutters, Razor Blades</b>	WPV08	Because these items will involve the confiscation of a non-firearm, the five-digit code must be manually entered. It cannot roll up to an OT1.
<b>Change from non-disabled to disabled status**</b>	Any special education code	Some students, who start the year as non-disabled, may be identified as disabled at some point in the year. Data on incidents involving these students should include the disability category following their change in status. This should not generate an error check.
<b>Change in the Special Education Disability Classification**</b>	Any special education code	If a student has been classified with one disability at the beginning of the year and the disability classification is changed in the middle of the year, the original disability classification must remain for the entire year.
<b>Fighting*</b>	FA1 and FA2	These codes may involve two or more students per incident. These codes can be a match for one incident two students.
<b>Date Range for School Year</b>	Tab Delimited Submission	NOTE: The school year begins on June 20, 2006, and ends on June 19, 2007. Any incidents that occur after June 19, 2007, will be recorded on the next school year report (2007-08).
<b>Victim Count</b>	Any offense code requiring a victim count	Victim Counts apply ONLY to specific offense codes. No other offense codes will have victims. See Reference Table IX. Offense Codes Requiring Victim Counts.
<b>Warning-Successful</b>	Status tracking notice	“Warning-Successful” found in Status Tracking has changed meaning. Your file may still have errors that need editing.
<b>New Edit Check</b>	Law Enforcement	Incident requiring Law Enforcement notification must be consistent for all students involved in the incident.

\*In one incident where two or more students are fighting and each student is from a different division, each division will report its enrolled student using one incident number shared between divisions. When submitting the final Discipline, Crime, and Violence Report, there must be communication between the divisions. The file for each division will go through the process, but will receive a *warning-success* status. When this *warning-success* status is received, there will be an alert message that will indicate to the division that it cannot print the division’s completed verification report for signature until both divisions have submitted completed information.

\*\*For questions about special education, please contact Paul Raskopf at 804-225-2080 or [paul.raskopf@doe.virginia.gov](mailto:paul.raskopf@doe.virginia.gov).